

BOARD OF TRUSTEES OFFICERS

BP No. 2210

Board Adopted: 1/9/02; 11/15/03; 1/15/14; 6/14/17

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- I. At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, a Vice President, and a Clerk of the Board. The terms of officers shall be for one year.

- II. Responsibilities of the Officers of the Board of Trustees shall be as follows:
 - A. The President of the Board shall:
 1. Serve as the presiding officer, when in attendance, of all meetings of the Board;
 2. Call emergency and special meetings of the Board as required by law;
 3. Consult with the Superintendent/President on Board meeting agendas;
 4. Communicate with individual Board members about their responsibilities;
 5. Participate in the orientation process of new Board members;
 6. Assure Board compliance with policies on Board education, self-evaluation, and Superintendent/President evaluations;
 7. Represent the Board at official events or ensure Board representation.
 8. Respond to all media inquiries on behalf of the Board and may choose to collaborate with the Superintendent/President if necessary. [Other members of the Board are expected to defer to the Board President and/or the Superintendent/President with regard to media inquiries].

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- B. The Vice President of the Board shall:
 - 1. Act in the place of the President of the Board whenever needed;
 - 2. Automatically become the President of the Board in the case of resignation or death of the President of the Board.

- C. The Clerk of the Board shall:
 - 1. Perform those functions that are required by the Education Code;
 - 2. Fulfill such other functions as may be required from time to time.

- D. As Board Secretary, the Superintendent/President shall:
 - 1. Have charge of all the Board's correspondence;
 - 2. Keep a record of the Board's proceedings and other records as are required by law or by direction of the Board;
 - 3. Notify members of the Board of regular, special, emergency, and adjourned meetings;
 - 4. Prepare and post Board meeting agendas;
 - 5. Prepare for adoption minutes of Board meetings and attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - 6. Certify as legally required all Board actions;
 - 7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Source/Reference:

Education Code Section 72000.