



## **BP 2210 Officers**

### *Reference:*

*Education Code Section 72000 , Education Code 72125*

At its annual organizational meeting, the Board shall elect one of its members as President of the Board and one as Clerk of the Board.

The annual organizational meeting shall be held on a day within the fifteen (15) day period that commences after the date upon which Board members are elected.

Organizational meetings in years in which no such election for Board members is conducted shall be held during the same fifteen (15) day period on the calendar.

The CEO shall act as Secretary of the Board.

The terms of officers shall be for one year.

### **The duties of the President of the Board are:**

- Preside over all meetings of the Board;
- Appoints all committees unless otherwise directed by the Board;
- Has the right, as other members, to offer resolutions, to make motions, to discuss questions, and to vote thereon;
- Call emergency and special meetings of the Board as required by law, upon the request of four (4) or more members;
- Consult with the Superintendent/President on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self evaluation and Superintendent/President evaluation;
- Represent the Board at official events or ensure Board representation;
- Sign official District documents that require the signature of this office.

### **The duties of the Clerk of the Board are:**

- Preside over all meetings of the Board in the absence of the President of the Board;
- Calls special meetings of the Board in the absence of the Board President as required by law;
- Shall attest to reports and documents requiring the signature of the clerk;

**The duties of the Secretary of the Board are:**

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- 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.

**The Duties of the Members of the Board of Trustees are:**

- Attend the meetings, discuss items presented on the agenda, suggest other items for Board consideration and vote upon motions and resolutions presented;
- No individual member or group of members shall exercise any authority outside of a regularly constituted Board meeting, unless directed to do so by a majority of the membership of the Board.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

No AP