

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
BP 2210 Officers**

Reference:  
Education Code Section 72000

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

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;
- 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 CEO 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 CEO 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