

Officers of the Board

9120

The Board will elect the following officers at its annual organizational meeting: President, Vice President and Secretary. The President and Vice President will be elected from the Board membership and the Secretary will be the Chancellor of the District.

Terms of office shall be for one year; and except for the Secretary, the incumbent will not be nominated for re-election. The offices of President and Vice President will be rotated among Board members in as equitable a manner as possible.

The duties of the President are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor 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 Chancellor evaluation;
- Appoint Board members to committees as delineated in Board Policy.
- Represent the Board at official events or ensure Board representation.

The duties of the Vice President are:

- Serve as President Pro Tempore in the absence of the President;
- Perform duties as assigned by the President.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare, post and disseminate Board meeting agendas;
- Prepare 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;
- Ensure that meetings, arrangements and materials are in compliance with the Brown Act;
- Ensure the appropriate maintenance of the Board's official minutes, records and documents.

Approved 3/2/64
Revised 2/3/97, 2/18/03