

GOVERNING BOARD POLICIES

Chapter 2 Board of Trustees

2210

BP 2210 Officers

At the annual organizational meeting, the Board shall elect from its members the following officers:

1. Chair
2. Vice Chair
3. Other officers as the Board may from time to time designate.

The terms of officers shall be for one year.

The Chair of the Board, or in the Chair's absence, the Vice-Chair or other Board designee, shall:

1. Preside at all meetings of the Governing Board.
2. Call emergency and special meetings as required by law.
3. Perform such other duties as may be prescribed by law or action of the Board.
4. Establish standing and ad-hoc committees of the Board and appoint members to the committee.
5. Consult with the Superintendent/President on Governing Board meeting agendas.
6. Communicate with individual Governing Board members about their responsibilities.
7. Participate in the orientation process for new Governing Board members.
8. Assure Governing Board compliance with policies on Board education, self-evaluation, and evaluation of the Superintendent/President.
9. Represent the Governing Board at official events or ensure Board representation.

The Superintendent/President will be the Secretary of the Governing Board and in such capacity will perform the following duties:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings.

GOVERNING BOARD POLICIES

2. Prepare and post Board meeting agendas.
3. Have prepared for adoption minutes of Board meetings.
4. Attend all Board meetings and closed sessions, unless excused, and in such cases appoint a designee.
5. Conduct the official correspondence of the Governing Board.
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 Governing Board.

See Administrative Procedure 2210 -- Officers

References: Education Code Section 72000

Formerly Governing Board Policies 1010 – Annual Organizational Meeting & Officers of the Board and 1011 – The Board Chair

Adopted: April 13, 1988

Revised: February 23, 2010

Revised, Renumbered and Adopted: May 31, 2017

Revised and Adopted: November 20, 2019