

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

1000 SERIES GOVERNING BOARD POLICIES

A. Organization and Procedures of the Governing Board

1010 Annual Organizational Meeting & Officers of the Board

Each year, the Governing Board shall, pursuant to Education Code Section 72125, hold an organizational meeting. At such 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 Chair of the Board, or in his or her absence, the Vice-Chair or other Board Designee, shall:

1. Preside at all meetings of the Governing Board.
2. Call special meetings as required.
3. Perform such other duties as may be prescribed by law or action of the Board.
4. Appoint sub-committees of the Board.

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

1. Prepare Board Meeting agendas.
2. Notify members of the Board of all regular, special, and adjourned meetings.
3. Attend all Board meetings, or appoint a designee.
4. Provide advance notice to the public of all Board meetings.
5. Record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each meeting.

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6. Keep on file all records, proceedings, and documents of the Board.
7. File and post copies of the financial reports as required by law.

Reference: Education Code 72125.

Formerly Governing Board Policies 1.4, 1.6 and 1.7.

Revised, Renumbered and Adopted: April 13, 1988.

Revised and Adopted: February 23, 2010.