

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 his/her 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. Appoint sub-committees of the Board.
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. Prepare and post Board meeting agendas.

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2. Notify members of the Board of all regular, special, emergency, and adjourned meetings.
3. Attend all Board meetings and closed sessions, unless excused, and in such cases 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.
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.
8. Conduct the official correspondence of the Governing Board.
9. Certify as legally required all Board actions.
10. 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

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