



BP 2210 OFFICERS

Reference:

Education Code Section 72000

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

The term of each officer shall be for one year.

The Board does not have an official system of rotation of officers; it elects the officers each year from among its members.

President

The Board President shall be elected for a one-year term, and may be elected to serve one additional consecutive term. After a break in consecutive service, a previous Board President may be elected again.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as necessary or required by law;
- In consultation with the Superintendent/President be responsible for the effective development and proper notice of the agenda;
- Ensure publication of the agenda for regular board meetings 5 business days before the meeting;
- Develop and monitor a public list of pending future agenda items requested by Board members or others;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Ensure Board compliance with Board policies including those on Board education, self-evaluation, and Superintendent/President evaluation;
- Sign, when authorized by law or by Board action, any documents that require the signature of the Board President;
- Represent the Board at official events or ensure Board representation;



- Be responsible for including Board participation in graduation ceremonies and addressing the graduates by officially awarding all degrees and certificates on behalf of the college;
- Serve as the Board's spokesperson on matters related to Board responsibilities.
- Other occasional duties as assigned by majority vote of the Board.

Vice President

The duties of the Vice President of the Board are:

- Join with the Board President in consulting with the Superintendent/President on Board agendas;
- Upon request of the Board President or the Board assist in other duties of the Board President;
- Other occasional duties as assigned by majority vote of the Board;
- In case of resignation, absence, or other disability of the President, the Vice President shall perform all the duties of the President.
- If the Vice President is not able to perform these duties, the Board shall appoint an Acting President.

Secretary to the Board

The Superintendent/President shall serve as Secretary to the Board. The duties of the Secretary are to:

- Ensure the timely preparation and notice of all Board meeting agendas;
- Prepare draft minutes of Board meetings for adoption by the Board;
- Ensure video recording of public Board meetings;
- Ensure prompt public posting of Board meeting video recordings;
- Attend all Board meetings and closed sessions, unless excused;
- 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 require the signature of the Secretary to the Board.

Date Adopted: July 25, 2013

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