

ORGANIZATION AND ELECTION OF OFFICERS

A. Organizational Meeting

The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November and shall elect a president, a vice president, and a clerk from its members.

B. Duties of the President of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the CEO on board meeting agenda;
4. Communicate with individual board members about their responsibilities;
5. Participate in the orientation process for new board members;
6. Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
7. Represent the Board at official events or ensure board representation.
8. The Board President may contact District legal counsel regarding business of the District as he or she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.

The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to *Robert's Rules of Order*.)

C. Vice President

1. To perform in the absence of the President, all the duties of the President;
2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

D. Clerk

1. To perform in the absence of the President, or the Vice President all the duties of the President;

- 54 2. To attest the signature of the President or other members of the Board on contracts,
55 agreements, deeds, leases, and other legal documents not delegated to the Chancellor
56 or other officers of the District;
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58 3. To attest to the signature of the President or other members of the Board on all other
59 documents of the District when the attestation is a legal requirement;
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61 4. To certify copies of records of the District as required.
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63 **E. Board Secretary**

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65 The Chancellor of the District shall be the secretary to the Board.
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67 **F. Duties of the Secretary to the Board:**

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69 1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
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71 2. Prepare and post board meeting agendas;
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73 3. Have prepared for adoption minutes of board meetings;
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75 4. Attend all board meetings and closed sessions unless excused, and in such cases to
76 assign a designee;
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78 5. Conduct the official correspondence of the Board;
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80 6. Certify as legally required all board actions;
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82 7. Sign, when authorized by law or by board action, any documents that would otherwise
83 require the signature of the Secretary or the Clerk of the Board.
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86 The Board does not have an official system of rotation or officers; it elects the officers each year from
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104 Reference:

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106 Education Code § 72000

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108 AMENDED: 06/11/09
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