

OFFICERS

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

The terms of officers shall be for one year. The duties of the President of the Board are:

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 Superintendent/President on board meeting agendas;
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.

The duty of the Vice President of the Board is:

1. Preside over Board meetings in the absence of the President;

The duty of the Clerk of the Board is:

1. To sign all official documents of the Board.

The Superintendent/President will serve as the Secretary of the Board.

The duties of the Secretary are:

1. Notify members of the Board of regular, special, emergency and adjourned meetings;
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 to assign a designee;
5. Conduct the official correspondence of the 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 Board.

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

Reference: Educ. Code Section 72000

Adopted: September 10, 2007

Revised: April 10, 2023