BP 2210  Officers

Reference:

Education Code section 72000

At the annual organizational meeting, the Board of Trustees shall elect from its members a vice president, and president. Each such officer shall serve a one-year term beginning the following January 1 through December 31.

In the event an office of the Board becomes vacant, the Board shall fill the vacancy for the unexpired term in accordance with existing law.

**Board president:** The Board president shall preside at all regular and special meetings, call special meetings as provided by law, sign such documents that the actions of the Board of Trustees may require, make trustee appointments to other agencies, appoint committee members, and represent the district in its relations with other agencies. To avoid confusion with the position of “college president” it shall be the practice of the Board to refer to this position as “Board chair.”

**Vice president:** In the absence of the Board chair, the vice president shall serve as the acting Board chair.

**Secretary:** The president/superintendent of the district shall serve as the secretary to the Board. The secretary shall keep a record of all proceedings of the Board, prepare and sign all authorized papers and official documents, post all legal notices, and attest to reports as required by law. He or she shall serve notices of all meetings and other required notices and shall, upon request of the Board chair or a majority of the Board, address all matters involving questions of law or legal procedure by securing opinions from the Board's legal counsel and other governmental agencies and officials, and in the purchase or sale of real or personal property. The secretary to the Board shall certify or attest to actions taken by the Board whenever such certification or attestation is required, make or maintain such records or reports as are required by law, and perform such other duties as may require official signature by the board secretary. The secretary shall perform such other duties as may be directed by the Board or required by law.

**District superintendent and college president:** The district superintendent and college president shall act as the chief executive officer of the district. The position description outlining the duties of the superintendent/president shall be reviewed and approved by the Board of Trustees.

Revised 1/8/81; 3/6/86; 12/19/00; 6/26/03, 5/12/11, 6/9/11, renumbered 12/12,