



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 President shall be elected for a one-year term and may succeed him/herself in office for one additional term.

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;
- Consult with the Superintendent/President on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Appoint or provide for the assignment of all representatives to committees;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies 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 President of the Board;
- Represent the Board at official events or ensure Board representation;
- Serve as the Board's spokesperson on matters related to Board responsibilities.

Vice President

The duties of the Vice President of the Board are:

- 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, they shall be performed by the immediate past President of the Board, or if unavailable, the Chair of the Board Fiscal Subcommittee followed by the Chair of the Board Facilities Subcommittee.



Secretary to the Board

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

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and notice Board meeting agendas;
- Prepare for adoption minutes of Board meetings;
- Ensure posting of Board meeting 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

(Replaces former SBCC Policy 2210)

Reviewed/Readopted: May 12, 2016