BP 2210 OFFICERS

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

The terms of officers shall be for one year.

OFFICERS
The officers of the Board will be as follows:

President
Vice-President
The Superintendent/President shall act as Secretary to the Board of Trustees

Duties of the President of the Board of Trustees
The duties of the President of the Board of Trustees will be as follows:

- To preside at all meetings of the Board.
- To appoint or provide for the election of all Board committees.
- To call emergency and special meetings as required by law.
- To consult with the Superintendent/President on Board meeting agendas.
- To communicate with individual Board members about their responsibilities.
- To participate in the orientation process for new Board members.
- To assure Board compliance with policies on board education, self-evaluation, and Superintendent/President’s evaluation.
- To represent the Board at official events or ensure Board representation.
- To perform such other duties as may be prescribed by law or by action of the Board.

The President of the Board of Trustees has the right to vote on all issues and to participate in the discussions. The President shall sign all Board approved contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling, and all other legal documents except those authorized by the Board to be signed by an officer, agent or employee of the District.
In case of the absence of the President, it shall be the duty of the Vice-President to perform all the duties of the President. In the case of the resignation or disability of the President, the Vice-President shall preside until a president has been elected and qualified.

**Duties of the Secretary to the Board**
The major duties and responsibilities of the Secretary to the Board will be as follows:

- To notify members of the Board of all regular, special, emergency, and adjourned meetings.
- To prepare and post Board meeting agendas.
- To prepare minutes of Board meetings for adoption.
- To attend all Board meetings and closed sessions, unless excused by the Board President and in such cases to assign a designee.
- To furnish Board members with an agenda of principal items of business at least 72 hours in advance of meetings.
- To have recorded the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
- To have charge of all records, proceedings, and documents of the Board.
- To conduct the official correspondence of the Board.
- To certify as legally required all Board actions.
- To sign and execute employee contracts, interdistrict agreements, and any other official documents authorized by the Board.

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

**Reference:** Education Code Section 72000

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*(Replaces a portion of the Rules and Regulations of the Board of Trustees)*