

## **OFFICERS**

**Reference:** *Education Code Section 72000(c)(1)*

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

Election to office shall be by a majority vote of the entire Governing Board. Officers shall serve for one year. An officer may be removed from office by a majority vote of the entire Governing Board for refusing to perform the duties of the office imposed by law or by this policy.

The members shall rotate the President and Vice President among the Governing Board seats on a year-to-year basis. However, special circumstances can interfere with such a succession plan, so flexibility will be observed. The nomination and election processes shall be open and public to ensure a fair election and comply with the Brown Act.

Being an effective Board President depends on having time, experience, knowledge of the issues, and good leadership and interpersonal skills. Occasionally a Board member may opt out of a succession plan because he/she is unable to make the additional commitment and/or he/she may want more time to become familiar with Board proceedings.

Candidates for Board President should bring the following to the role:

- interest in being the President and desire to lead the Governing Board;
- additional time and energy to take on the responsibilities of being President;
- leadership, communication, and facilitation skills;
- deep commitment to the mission and knowledge of College District issues;
- knowledge required to run Board meetings effectively;
- ability to work constructively with the Superintendent/President;
- ability to help board members work together effectively, and to handle difficult situations; and
- willingness to represent the decisions of the Governing Board and support the institution.

The Superintendent/President shall serve as Secretary to the Governing Board.

The duties of the President of the Governing Board are:

- Preside over all meetings of the Governing Board;
- Call emergency and special meetings of the Governing Board as required by law;

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- Consult with the Superintendent/President on Governing Board meeting agendas;
- Communicate with individual Governing Board members about their responsibilities;
- Participate in the orientation process for new Governing Board members;
- Assure Board compliance with policies on Governing Board education, self-evaluation, and Superintendent/President evaluation;
- Represent the Governing Board at official events or ensure Governing Board representation.

The duties of the Vice President of the Governing Board are:

- In the absence, disability or disqualification of the President, the Vice President shall preside over meetings and perform the duties of the President.

The duties of the Secretary of the Governing Board are:

- Notify members of the Governing Board of regular, special, emergency and adjourned meetings;
- Prepare and post Governing Board meeting agendas;
- Have prepared for adoption minutes of Governing Board meetings;
- Attend all Governing Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Governing Board;
- Certify as legally required all Governing Board actions;
- Sign, when authorized by law or by Governing Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Governing Board.