

BP 2210 Officers of the Board of Trustees

Reference: Education Code Section 7200

The officers of the Board of Trustees will be as follows:

President
Vice President
Clerk
Secretary
Assistant Secretary

Duties of Officers

A. President

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

1. To preside at all meetings of the Board of Trustees.
2. To appoint or provide for the election of all committees.
3. To call special meetings as required.
4. To perform such other duties as may be prescribed by law or by action of the Board of Trustees.

The President has the right to vote on all issues and to participate in the discussions. The President shall sign all contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District.

B. Vice President

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.

C. Clerk

The Clerk shall attest the signature of the President or other members of the Board on all contracts, agreements, deeds, leases, plans and specifications for new building construction, remodeling, and rehabilitation, and on all other documents of the District where an attest is a legal requirement. The Clerk shall certify copies of records of the District as required.

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D. Secretary

The major duties and responsibilities of the Secretary for the Board of Trustees will be as follows:

1. To notify members of the Board of all regular, special, and adjourned meetings.
2. To attend all Board meetings.
3. To furnish Board members with an agenda of principal items of business at least 48 hours in advance of regular meetings and 24 hours in advance of special meetings.
4. To record the minutes of the meetings of the Board of Trustees and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
5. To have charge of all records, proceedings, and documents of the Board.
6. To file and post copies of the quarterly financial reports as required by law.
7. To conduct the official correspondence of the Board of Trustees.
8. To sign and execute all warrants, employee contracts, inter-district agreements, and any other official documents authorized by the Board.

E. Assistant Secretary

An Assistant Secretary may be appointed by the governing board. In the absence of the Secretary, the Assistant Secretary shall perform the functions required by law of the Secretary of the Board. The Assistant Secretary shall be charged particularly with the following specific duties and responsibilities:

1. To act in behalf of the Secretary to the Board and perform duties and responsibilities delegated by the Secretary.