



**BP 2210 Officers of the Board**

The Board has an official system of rotating officers. The officers include; President, Vice President, and Clerk. The Vice President becomes President, the Clerk becomes Vice President, and the next in line becomes Clerk with the outgoing President moving to the end of the rotation. New Board members will be placed at the end of the rotation. Any Board member can decline to serve as an officer with no explanation necessary, in which case the next in line would be eligible for that seat.

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 required by law;
- Consult with the Superintendent/President on Board meeting agendas;
- Appoint all committees unless otherwise directed by the Board;
- Shall have the right, as other members, to offer resolutions, make motions, discuss questions, and vote thereon;
- Sign official district documents that require the signature of the office;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and Superintendent/President's evaluation;
- Represent the Board at official events or ensure Board representation.

The duties of the Vice President of the Board are:

- Preside at meetings of the Board in the absence of the President;
- Call special meetings of the Board in the absence of the President;
- Call special meetings of the Board upon the request of two or more members;
- Sign official district documents in the absence of the Clerk.

The duties of the Clerk of the Board are:

- Preside at meetings of the Board in the absence of the President and Vice President;
- Call special meetings of the Board in the absence of the President or Vice President;
- Call special meetings of the Board upon the request of two or more members;
- Attest to reports and documents requiring the signature of the Clerk.

The Superintendent/President shall act as secretary to the Board. The duties of the secretary to the Board are:



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- Attend all Board meetings
- Make physical arrangements
- Record Board decisions

Prepare, check and distribute minutes in advance of the next meeting.

Maintain properly authenticated official copy of the minutes and one additional copy in the files of the district.

Maintain official record of policies of the Board.

Advise the Board of pertinent provisions of the Education Code concerning its responsibilities.

- Prepare for Board meetings

Prepare the agenda.

Call to the Board's attention legal matters.

Draft policy motions for the Board's approval.

- Handle correspondence

Open all non-confidential mail addressed to the Board or its officers.

Manage routine correspondence directly.

Deal with other correspondence as follows:

    Draft replies in advance, when possible, for Board consideration.

    Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services.

- Maintain Board's reference files, and see that all documents required by law are open for public inspection.
- Supervise the Board's publicity.
- Arrange and supervise district elections in accordance with the law.

**References:**

    Education Code 72000