

**Board of Trustees
FIRST READING as of 3-19-13**

BP 2210 OFFICERS

Reference:

Education Code Section 72000

An annual organizational meeting shall be held within fifteen (15) days of the last Friday in November. At this meeting, the Board of Trustees shall select from among its members a President, a Secretary, and any other officers as the Board may from time to time designate. Each shall perform such duties normally prescribed for that office. The Chancellor shall serve as Executive Officer of the Board.

The terms of officers shall be for one year.

President of the Board

The President may vote on all motions and resolutions.

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 Chancellor on Board meeting agendas
- 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 Chancellor's evaluation
- Represent the Board at official events or ensure Board representation
- Make appointments to standing committees at the annual meeting

Secretary of the Board

The duties of the Secretary of the Board are:

- Preside in the absence of the President
- Attend all Board meetings and closed sessions
- Certify as legally required all Board actions
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Board

The President and the Secretary of the Board are authorized to sign all warrants either personally or through use of a prescribed and protected machine. In lieu of the president and/or secretary, any member of the Board may sign in his or her place.

Executive Officer of the Board

The Chancellor of the District is designated as Executive Officer of the Board and as such is empowered to sign such papers and documents as the Board shall authorize.

Also see BP 2305 titled Annual Organizational Meeting

Date Adopted:

*(This new policy replaces the current CLPCCD
Policies 7005, 7006, and 7007)*