

## HARTNELL COMMUNITY COLLEGE DISTRICT

### **BP 2210      Officers**

**Reference:**    Education Code Section 72000

At the annual organizational meeting, held on the second Tuesday in December of each year, the Board shall elect from among its members a President and Vice President of the Board. The CEO shall serve as Secretary of the Board.

The terms of office for the President and Vice President shall begin and end on the second Tuesday in December.

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 CEO 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 CEO evaluation;
- Represent the Board at official events, or ensure board representation, and serve as the spokesperson for the Board.

The duties of the Vice President of the Board are to act as the President of the Board in his or her absence. Should the President vacate his/her position, the Vice President shall complete that term of office. The Board would then select a new Vice President from amongst its members.

The duties of the CEO as Secretary are

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post board meeting agendas;
- Have prepared for adoption minutes of board meetings;
- Attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- 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 or the Clerk of the Board.

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

Adopted: 04/10/12