

Sierra College

BOARD POLICY

BP 2210

Officers of the Board of Trustees

Date Adopted:	5/8/1984
Date Revised:	12/9/2003
Date Reviewed:	6/14/2016
References:	Education Code Section 72000

At the annual organizational meeting (within 15 days of the date that elected governing board members take office, generally at the regular meeting held in the first two weeks of December), the Board of Trustees shall elect from among its members a President, a Vice President/Clerk, and a Secretary of the Board. (The Secretary may be the Superintendent/President.) The election shall be a majority vote of all the voting membership constituting the governing board and may not be by secret ballot. The Board does not have an official system of rotation of officers; it elects the officers each year from among all of its members. The terms of officers shall be for one year and until their respective successors have qualified. In case an office of the Board becomes vacant, the Board shall fill the vacancy for the unexpired term in accordance with existing law.

The officers of the Board serve at the pleasure of the Board and may be removed by the Board at any time during their terms at a properly noticed public Board meeting. In the event an officer is removed, the Board shall elect a replacement to serve for the remainder of the term. A vote to remove (an officer) must be approved by five affirmative votes.

Responsibilities and Duties of Officers of the Board of Trustees

The duties of the President of the Board are:

- Preside over all regular and special meetings of the Board. He/she shall call the meeting to order at the appointed time; announce the business to come before the Board in its proper order; enforce the Board's policies relating to the order of business and conduct the meetings; recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference; explain

what the effect of a motion would be if it is not clear to every member; restrict discussion to the question when a motion is before the Board; rule on parliamentary procedures; put motions to a vote and state clearly the result of the vote; and be responsible for the orderly conduct of the meeting.

- Call emergency and special meetings of the Board as required by law;
- Appoint members to Committees established by the Board;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members as available;
- Assure Board compliance with policies on Board education, self-evaluation and Superintendent/President evaluation;
- Sign such documents that the acts of the Board of Trustees may require;
- Represent the Board in its relations with other public bodies and the public and ensure board representation at official events.
- Work cooperatively with the Superintendent/President in preparation of the agenda, on Board/Superintendent relations, and other crucial matters relating to the Board that may occur between Board meetings.

The duties of the Vice President/Clerk of the Board are:

- Act as President of the Board in the absence of the President or upon the President's inability;
- Certify or attest to actions taken by the Board of Trustees whenever required;
- Make or maintain such records or reports as are required by law;
- Perform such other duties as may require official signature by the Board of Trustees.

The duties of the Secretary of the Board (the Secretary may be the Superintendent/President) are:

- To serve notices of regular, special, emergency and adjourned meetings, prepare and post Board meeting agendas and other required notices as prescribed by law;
- Attend all Board meetings and closed sessions, unless excused, and in such case to assign a designee;
- Keep a record of all proceedings of the Board, prepare and sign/certify, 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;

- Prepare for adoption minutes of Board meetings;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board action;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.