



## **BP 2210 Officers**

The Governing Board elects officers each year from among its members. At the annual organizational meeting, the Governing Board shall elect a President, Vice President, Clerk, and Representative to the San Bernardino County School Boards Association. All officers of the Governing Board shall be elected for a term of one year. The immediate past president shall have the title "Immediate Past President." No officer shall serve for more than one year consecutively in the same office, except under extenuating circumstances.

### **Governing Board President**

The duties of the Governing Board President are:

- Preside over all meetings of the Governing Board unless unavailable.
- Call emergency and special meetings of the Governing Board as required by law.
- Consult with the Superintendent/President on Governing Board meeting agendas.
- Communicate with individual Governing Board members about their responsibilities.
- Participate in the orientation process for new Governing Board members.
- Assure Governing Board compliance with policies on Governing Board education, self-evaluation and Superintendent/President evaluation.
- Represent the Governing Board at official events or ensure Governing Board representation.
- Assure that the Governing Board behaves with integrity and is consistent with its own rules and those legitimately imposed upon it from outside the organization.

The authority of the Governing Board President consists of making decisions that fall within the policies in the Governance Process and Board/Staff Relationships categories, except where the Governing Board specifically delegates portions of this authority to others. The Governing Board President is authorized to use any reasonable interpretation of the provisions in these policies.

The Governing Board President has no authority to make individual decisions about policies created by the Governing Board within the Ends and Executive Expectations policy areas. Therefore, the Governing Board President has no authority to supervise or direct the Superintendent/President.



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The Governing Board President may represent the Governing Board to outside parties in announcing Governing Board-stated positions and in stating interpretations within areas delegated to her/him. She/he may delegate this authority to another trustee, but remains accountable for its use.

The Governing Board President is responsible for communicating regularly with the Superintendent/President and with other members to keep members informed about District matters, specific and relevant community, state, and national issues.

The Governing Board President shall appoint all special committees, unless ordered to the contrary, by Governing Board action. In the appointment of special committees, the duties, authority, and responsibilities shall be stipulated.

### **Governing Board Vice President**

The duties of the Governing Board Vice President are:

- In case of resignation, absence, or other disability of the Governing Board President, the Vice President of the Governing Board shall perform all the duties of the Governing Board President.
- Sign all official documents as required.

### **Clerk of the Governing Board**

The duties of the Clerk are:

- Preside over Governing Board meetings in the absence of the Governing Board President or Governing Board Vice President.
- Sign all official documents as required.
- Certify or attest to certain actions taken by the Governing Board whenever such certification or attestation is required for any purpose.

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**Governing Board Representative to the San Bernardino County School Boards Association**

The Governing Board Representative to the San Bernardino County School Boards Association will be the voting representative of the Governing Board to that organization.

**Secretary to the Governing Board**

The Superintendent/President shall serve as the Secretary to the Governing Board.

The duties of the Secretary to the Governing Board are:

- Notify members of the Governing Board of regular, special, emergency and adjourned meetings.
- Prepare and post Governing Board meeting agendas.
- Have prepared for adoption minutes of Governing Board meetings.
- Attend all Governing Board meetings and closed sessions, unless excused, and in such cases to assign a designee.
- Conduct the official correspondence of the Governing Board.
- Certify as legally required all Governing Board actions.
- Sign, when authorized by law or by Governing Board action, any documents that would otherwise require the signature of the Clerk of the Governing Board in the Clerk's absence.
- Keep an accurate account of the receipts and expenditures of the Chaffey Community College District monies.
- Make or maintain other records or reports as are required by law.
- Make an annual report on or before the first day of July to the San Bernardino County Superintendent of Schools in the manner and form prescribed by the Board of Governors of the California Community Colleges.
- Certify or attest to certain actions taken by the Governing Board whenever such certification or attestation is required for any purpose.



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Reference: Education Code Section 72000

Policy

Category: Governance Process

Adopted: 1/26/12  
*(Replaces former Board Policy 1.8)*

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