

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2210 Officers

Reference:

Education Code Section 72000

1.0 At the annual organizational meeting, the Board shall elect from among all its members a President of the Board, a Vice President, and a Secretary. The Chancellor shall serve as Executive Secretary of the Board.

The terms of officers shall be for one year.

1.1 The duties of the President of the Board are:

- 1.1.1 Preside over all meetings of the Board;
- 1.1.2 Appoint special committees;
- 1.1.3 Call emergency and special meetings of the Board as required by law;
- 1.1.4 Consult with the Chancellor on board meeting agendas;
- 1.1.5 Communicate with individual board members about their responsibilities;
- 1.1.6 Participate in the orientation process for new board members;
- 1.1.7 Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;
- 1.1.8 Represent the Board at official events or ensure board representation;
- 1.1.9 Execute all documents on behalf of the Board, except as otherwise determined by law or this policy.

1.2 The duties of the Vice President of the Board are:

- 1.2.1 Perform all duties of the President in case of absence, resignation, or other disability of the President.

1.3 In the event of absence or disability of both the President and the Vice President, a President pro tem, authorized to perform all the duties of the President, may be chosen by the Board.

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- 1.4 The duties of the Secretary are:
 - 1.4.1 Sign all legal notices and advertisements;
 - 1.4.2 Execute all documents on behalf of the Board as directed by the Board.
 - 1.4.3 Perform such other duties as may be presented by the Board or by State statutes.

- 1.5 The Duties of the Executive Secretary are:
 - 1.5.1 Notify members of the Board of regular, special, emergency and adjourned meetings;
 - 1.5.2 Prepare and post Board meeting agendas;
 - 1.5.3 Have prepared for adoption minutes of the open session of all Board meetings;
 - 1.5.4 Maintain files of adopted minutes;
 - 1.5.5 Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - 1.5.6 Conduct the official correspondence of the Board;
 - 1.5.7 Certify as legally required all Board actions;
 - 1.5.8 Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Board;
 - 1.5.9 Prepare and maintain a record of all policies of the Board;
 - 1.5.10 Issue all orders of the Board.

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