

BOARD POLICY

2210

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

OFFICERS

- I. At the annual organizational meeting, the Board shall elect from among its members a President, Vice President, and Clerk of the Board. The terms of officers shall be for one year. The Chancellor shall serve as Secretary to the Board.
- II. The duties of the President of the Board are:
 - A. Preside over all meetings of the Board;
 - B. Call emergency and special meetings of the Board as required by law;
 - C. Consult with the Chancellor on board meeting agendas;
 - D. Communicate with individual Board members about their responsibilities;
 - E. Participate in the orientation process for new Board members;
 - F. Ensure Board compliance with policies on board education, self-evaluation, and Chancellor evaluation; and
 - G. Represent the Board at official events or ensure board representation.
- III. The duties of the Vice President of the Board are to fulfill the President duties in the absence and/or request of the President.
- IV. The duties of the Clerk of the Board are:
 - A. Fulfill the President and/or Vice President duties in the absence and/or request of the President;
 - B. Read out actions taken during Closed Session for Board meetings; and
 - C. Read out resolutions proposed for action during Board meetings.
- V. The duties of the Secretary to the Board are:
 - A. Notify members of the Board of regular, special, emergency, and adjourned meetings;
 - B. Prepare and post Board meeting agendas;
 - C. Have prepared for adoption minutes of Board meetings;
 - D. Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - E. Conduct the official correspondence of the Board;
 - F. Certify as legally required all Board actions;

- G. 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.

References:

California Education Code, Section 72000