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Board Policy

**BOARD OFFICERS**

The officers of the Board of Trustees (Board) shall consist of President, Vice President, and Clerk, who shall be elected by the Board from among its members at the annual organizational meeting. The officers shall hold office for one year, except in case of removal by the Board, until their successors are elected and qualified. The election or removal of board officers shall require a vote of at least three members of the Board.

**Duties of the Board Members**

1. President of the Board

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Superintendent/President 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 Superintendent/President evaluation;
- Represent the Board at official events or ensure Board representation;
- Elect one or maximum of two board members to represent the Board on study, planning or decision-making committees or groups in the District.
- Make motions, second, and vote on all issues and participate in the discussions;
- Sign all contracts, agreements, deeds, leases, plans, and specifications for new building construction, remodeling, and rehabilitation, and all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District;
- Assure that the Board conducts its business with integrity and in a manner consistent with its board policies and those legitimately imposed upon it from outside the organization;
- Represent the Board to outside parties in announcing Board-stated positions and in stating interpretations within areas delegated to him/her. He/she may delegate this authority to another board member, but remains accountable for its use;
- Preside at meetings of the Board by:
  1. Consulting with the Superintendent/President on agenda items as appropriate in advance of board meetings;
  2. Ensuring orderly discussion and the opportunity for all opinions to be heard;
  3. Facilitating full and democratic discussions of issues;
  4. Ensuring deliberative action by the Board;

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5. Facilitating discussion and decision-making;
  6. Assisting the Board in determining the fine line between policy making and administration
- Work with the Board in the following ways:
    1. Acting as liaison between the board members and the Superintendent/President;
    2. Serving as spokesperson for the Board, has no authority to make an individual decision about policies or supervise or direct the Superintendent/President;
    3. Serving as official representative of the Board;
    4. Providing leadership in assisting all board members to achieve Board goals and standards of conduct.
  - Support the Superintendent/President by:
    1. Assisting a new Superintendent/President during the first months of presidency;
    2. Making Board expectations clear to the Superintendent/President;
    3. Representing the Board in discussions with the Superintendent/President regarding compensation and workload;
    4. Alerting the Superintendent/President to areas of Board concern;
    5. Taking responsibility for seeing that the Board regularly evaluates the Superintendent/President;
    6. Representing the Board by serving as a sounding board on matters which may not require formal Board action but will concern the Board.
  - Orient, in addition to the Superintendent/President, new Board members by:
    1. Ensuring each new board member is provided the opportunity to participate in new board member orientation program;
    2. Utilizing the expertise of new trustees and making them feel part of a team;
    3. Encouraging them to attend local college and civic functions;
    4. Getting to know the new board members;
    5. Assigning each new Board Member to a "Board Member Sponsor," as experienced Board members can help the new board member "learn the ropes;"
  - Correct inappropriate trustee behavior by:
    1. Serving as a mediator between the trustee and the rest of the Board;
    2. Suggesting strategies that the trustee in question can use to avoid recurrence of the problem;
    3. Addressing any concerns brought to his/her attention.

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- Lead the institution's commitment to planning by:
  1. Supporting the development of the mission and vision of the College's future;
  2. Monitoring Board actions either reflect the plan or result in a change of the plan;
- 2. Vice President
  - The Vice President of the Board shall serve in the absence of the President of the Board and, in the performance of this service, s/he shall exercise all the powers and bear all the responsibilities of the President of the Board.
- 3. Clerk
  - In the absence of the President and Vice President of the Board, the Clerk shall call the meeting to order and preside at the election of a chairman pro tem. The Clerk shall sign papers, documents, oaths, and contracts as required by law or as authorized by action of the Board. A copy of the minutes shall be kept by the Clerk at the Superintendent/President's Office for inspection by any citizen.
- 4. Secretary to the Board (The Superintendent/President shall serve as Secretary.)
  - Notify Members of the Board of regular, special, emergency and adjourned meetings;
  - Prepare and post board meeting agendas;
  - Have prepared adopted minutes of board meetings;
  - Attend all Board meetings and Closed Sessions, unless excused, and in such cases assign a designee;
  - Manage the official correspondence of the Board;
  - Certify, as may be required by law, all Board actions;
  - Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the President of the Board or the Clerk of the Board.
- 5. Rotation of Officers: The Board does not have an official system of rotation of officers; it elects the officers each year from among its members.

#### Reference:

- Education Code Section 72000

#### Administrative Regulation:

None

Adopted 7/10/73

Revised 3/31/83; 10/15/07/ 2/17/15  
Reviewed 12/02/14; 8/07/17; 1/31/20