
San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2210 OFFICERS

(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the President of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The President is ultimately responsible for the orientation process of new board members and student trustees.
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board President may contact District legal counsel regarding business of the District as necessary and the Board President will provide a report to the Board and Chancellor.
9. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

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11. When applicable, the Board President will orient the incoming Board President in duties and responsibilities.

12. The Board President will attend a New Board Chair Workshop hosted by the California Community College League in January.

Duties of the Vice President of the Board:

- 1. To perform in the absence of the President, all the duties of the President;
- 2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
- 3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

- 1. To perform in the absence of the President, or the Vice President all the duties of the President;
- 2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
- 3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;
- 4. To certify copies of records of the District as required.
- 5. Monitor calendar deadlines pertinent to the Board and report them to the Board President and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

- 1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
- 2. Prepare and post the Board meeting agendas;

- 90 3. Have prepared for adoption minutes of the Board meetings;
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92 4. Attend all Board meetings and closed sessions unless excused, and in such
93 cases to assign a designee;
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95 5. Conduct the official correspondence of the Board;
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97 6. Certify as legally required all Board actions;
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99 7. Sign, when authorized by law or by Board action, any documents that would
100 otherwise require the signature of the Secretary or the Clerk of the Board.

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102 The Board does not have an official system of rotation or officers; it elects the officers
103 each year from among all its members.

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105 **Reference:** Education Code Section 72000
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Adopted: 6/11/09
Revised: 4/9/15, 1/21/16

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