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Chapter Lead Jose Torres:  
Chapter 1&2(BOT),3(CC)&6  
Policy Area Chapter 2 Board of Trustees  
References CCLC I Legally Required

## BP 2210 Officers

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 Chair 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 Chair 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 Chair may contact District legal counsel regarding business of the District as necessary and the Board Chair will provide a report to the Board and Chancellor.
9. The Chair 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 Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.

## Duties of the Vice Chair of the Board:

1. To perform in the absence of the Chair, all the duties of the Chair.
2. To attest the signature of the Chair 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 Chair 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 Chair, or the Vice Chair all the duties of the Chair.
2. To attest the signature of the Chair 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 Chair 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 Chair 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.
3. Have prepared for adoption minutes of the Board meetings.
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee.
5. Conduct the official correspondence of the Board.
6. Certify as legally required all Board actions.
7. 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.

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

## Reference:

Education Code Section 72000

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## Attachments

 [BP 2210 Officers - Comments](#)

 [BP 2210 Officers - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
Final Board Approval	Kelly Goodrich	11/2023
Reviewed and Approved per AP 2410	Kelly Goodrich	11/2023

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