OFFICERS

At the annual organizational meeting, the Board shall elect from among its members a President, Vice President, and Clerk of the board. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Terms and Vacancies
The terms of the officers shall be for one year or until their successors are elected.

If the office of the President becomes vacant, the Vice President shall become President of the Board for the remainder of the President’s term or until a successor is elected. If the office of the Vice President or Clerk becomes vacant, at its next regular meeting the Board shall elect a new officer from its members, and the term shall be for the remainder of the predecessor’s term or until a successor is elected.

Duties
The duties of the President of the Board are to preside at all regular and special meetings, to call special meetings as provided for by law, to sign such documents on behalf of the Board of Trustees as may require the President's signature, and to represent the District in its relations with other boards of trustees.

The President of the Board may also:
- Consult with the President/Superintendent 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 CEO evaluation
- Represent the Board at official events or ensure board representation

The duties of the Vice President of the Board are to perform all of the duties of the President in case of the absence, resignation, or temporary incapacity of the President of the Board.

The duties of the Clerk of the Board are to certify or attest to actions taken by the governing Board of Trustees whenever such certification or attestation is required for any purpose; and to make or maintain such other records or reports as are required by law; and, to perform such other duties as may require official signature by the Board of Trustees of the District.

The President/Superintendent shall serve as Secretary to the Board. The duties of the Secretary are to keep a record of all proceedings of the Board, prepare and sign all authorized papers and official documents, post all legal notices, and attest to reports as prescribed by law. The Secretary shall serve notices of all meetings and other required notices, and shall, upon the
request of the President of the Board or a majority of board members, call special meetings of the
Board. The Secretary shall represent the Board in all matters involving questions of law or legal
procedure in securing opinions from the District’s Legal Counsel, the County Auditor, or the
County Superintendent of Schools, and in the purchase or the sale of real and personal property.
In addition to these duties, the secretary shall perform such other duties as may be directed by the
Board or required by law.

Reference: Government Code Section 54956; Education Code Section 72000

Adopted by Board of Trustees: 9/11/05
Amended: 11/4/08
Former Bylaw #003: “Functions,” Adopted by Board of Trustees: 8/15/77
Amended: 11/18/85, 10/2/89, 1/11/93, 3/7/94, 12/2/96, 12/7/99
Former Bylaw #005: “Organization,” Adopted by Board of Trustees: 8/15/77
Former Bylaw #006: “Meetings,” Adopted by Board of Trustees: 11/6/78
Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03