

Coast Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2210 Officers

Reference:

Education Code Section 72000

The office of President, Vice President, and Board Clerk shall be elected by motion adopted by the Board of Trustees as the first order of business at the portion of the regular Board meeting which comprises the annual Organizational Meeting in December of each year pursuant to BP 2305. The Secretary of the Board shall conduct the election of the President. Thereafter, the President shall conduct the election of all other officers.

During the annual Organizational Meeting, the President of the Board will ask Board Members to serve as representatives on committees such as the Nominating Committee for the Orange County Committee on School District Organization, the Orange County School Boards Association Political Action Group (P.A.G.E.) effort, and other appropriate committees, subject to Board approval. A Board member may serve both as a Board officer and as a committee representative.

The terms of office for the President, Vice President, and Board Clerk shall be for one year.

The duties of the President of the Board are as follows:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Direct the preparation of Board meeting Agendas in consultation with the Chancellor and/or the Secretary of the Board;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with Board Policies on Board education, self-evaluation, and Chancellor evaluation;
- Represent the Board at official events or ensure Board representation;
- Sign documents, when authorized by law or by Board action.

The Vice President of the Board will substitute for the President as necessary.

The duties of the Board Clerk are as follows:

- Provide general direction to the Secretary of the Board in official duties;
- Ensure that Agendas, Minutes, communications, contracts and Attachments to Agendas are properly prepared, and documents are retained in the Board of Trustees Office;
- Certify, as legally necessary or proper, all Board actions;

- Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board;
- In consultation with the President of the Board, review, revise and recommend, as needed, Board Policies and Administrative Procedures pertaining to Chapter 2. Board of Trustees.

The Secretary of the Board shall be a Classified Manager reporting to the Board of Trustees and the Chancellor.

The duties of the Secretary of the Board are as follows:

- Work with and support all elected and appointed Trustees, both individually and collectively;
- Assist the Board Clerk in the performance of his/her duties above;
- Serve as the Custodian of Records for the Board of Trustees;
- Under the direction of the Board Clerk, maintain and manage the Board Directives Log;
- Perform duties and responsibilities of Student Trustee Advisor;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases assign a designee;
- Respond to and fulfill all public records requests submitted to the District;
- Conduct the official correspondence of the Board and maintain all communications on file;
- Certify, as legally required, all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Board Clerk.

This policy supersedes any prior conflicting policy or Resolution.

Adopted February 5, 2003

Revised December 10, 2008

Revised August 3, 2011

Renumbered from CCCD Board Policy # 010-2-3, Fall 2010

Revised November 6, 2013 to include former Board Policy 2104

Revised February 3, 2016