

**CHAPTER 2: BOARD OF TRUSTEES
BOARD POLICY NO.: 2210**

**BOARD POLICY
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

Subject: Officers

Adoption Date:

7/19/84

Revision Date(s):

10/6/98

4/4/95

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2/11/03

3/4/03

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5/3/16

Review Date(s):

4/12/11

Policy Reference: Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members a President and Vice President of the Board. Newly elected officers will take office at the first meeting of the calendar year following the annual organizational meeting.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- 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 CEO evaluation;
- Represent the Board at official events or ensure board representation.

The Vice President of the Board, also referred to as the Clerk, shall assume the duties of the President of the Board in his/her absence.

The Superintendent/President shall serve as Secretary to the Board.

The duties of the Secretary are:

- 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 to assign a designee;
- Conduct the official correspondence of the Board;
- 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 Clerk of the Board.