



BP 2210 Officers

References: Education Code Section 72000

Adopted: May 28, 2008

Last Revised: October 10, 2018; October 2025

Last Reviewed: October 10, 2018

At the District’s annual organizational meeting, the Board shall elect from among its members a president, a vice president, and a clerk. Election to each office will be for one year and will be by a majority vote of the full Board. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members. In case an office of the Board becomes vacant, the Board will fill the vacancy for the unexpired term.

The duties of the president are to:

- 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 the Superintendent/President’s evaluation; and
- Represent the Board at official events or ensure board representation.

The duties of the vice president are to:

- Preside over meetings and act in the absence of the president.

The duties of the clerk are to:

- Serve as the presiding officer of the Board in the absence of the president and vice president and serve as the official on documents which require the signature of the clerk.

The Superintendent/President shall serve as the 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; and
- 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 administrative assistant to the Superintendent/President will serve as the Board’s executive secretary in taking and distributing minutes.

There are no administrative procedures for this policy.