

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

---

**BP 2210 Officers**

**Reference:**

Education Code Section 72000

Officers of the Board shall be elected at the annual organizational meeting and shall include a President, Vice President, and Clerk. They shall serve a term of one year. The Chancellor of the District shall serve as secretary to the Board.

At the board meeting immediately prior to the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, Vice President, Clerk.

A. **President:** It shall be the duty of the president to:

- Preside over all meetings of the Board;
- Represent the district at all official functions;
- Serve as the official spokesperson for the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor 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 Chancellor's evaluation;
- Represent the Board at official events or ensure board representation.

B. **Vice-President:** It shall be the duty of the vice president to serve in the absence of the president of the Board. The vice president shall perform such other duties as required by the president or by actions of the Board.

C. **Clerk:** It shall be the duty of the clerk to certify or attest to official actions taken by the Board and to monitor the making and maintenance of records as required by law.

D. **Secretary:** The Chancellor shall serve as Secretary to the Board. It shall be the duty of the secretary to:

- Prepare the agenda for each meeting, in consultation with the Board President;
- Assure the official posting of the call of each meeting in compliance with law;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Supervise the preparation of minutes of meetings for Board consideration and approval;
- Provide back-up data on all items to be under consideration;
- 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.

The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

The Board may remove an officer who violates the Board's Code of Ethics/Standards of Practice (BP 2715).

**Revised: July 21, 2014 (Previously BP9007 and 9008)**