

BP 2210 Officers

Reference:

Education Code Section 72000

1.0 At the annual organizational meeting, the Board of Trustees shall elect from among all its members a President of the Board, a Vice President, and a Secretary. The Chancellor shall serve as Executive Secretary of the Board.

The terms of officers shall be for one year.

1.1 The duties of the President of the Board are:

- 1.1.1 Preside over all meetings of the Board of Trustees;
- 1.1.2 Appoint special committees;
- 1.1.3 Call emergency and special meetings of the Board of Trustees as required by law;
- 1.1.4 Consult with the Chancellor on Board meeting agendas;
- 1.1.5 Communicate with individual Board members about their responsibilities;
- 1.1.6 Participate in the orientation process for new Board members;
- 1.1.7 Assure Board of Trustees' compliance with policies on Board education, self-evaluation, and Chancellor evaluation;
- 1.1.8 Represent the Board of Trustees at official events or ensure Board representation;
- 1.1.9 Execute all documents on behalf of the Board of Trustees, except as otherwise determined by law or this policy.

1.2 The duties of the Vice President of the Board are:

- 1.2.1 Perform all duties of the President in case of absence, resignation, or other disability of the President.

1.3 In the event of absence or disability of both the President and the Vice President, a President pro tem, authorized to perform all the duties of the President, may be chosen by the Board of Trustees.

1.4 The duties of the Secretary of the Board are:

- 1.4.1 Sign all legal notices and advertisements;
- 1.4.2 Execute all documents on behalf of the Board of Trustees as directed by the Board.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

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- 1.4.3 Perform such other duties as may be presented by the Board of Trustees or by State statutes.
- 1.5 The duties of the Executive Secretary of the Board are:
 - 1.5.1 Notify members of the Board of Trustees of regular, special, emergency, and adjourned meetings;
 - 1.5.2 Prepare and post Board meeting agendas;
 - 1.5.3 Have prepared for adoption minutes of the open session of all Board meetings;
 - 1.5.4 Maintain files of adopted minutes;
 - 1.5.5 Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - 1.5.6 Conduct the official correspondence of the Board of Trustees;
 - 1.5.7 Certify as legally required all Board of Trustees' actions;
 - 1.5.8 Sign, when authorized by law or by Board of Trustees' action, any documents that would otherwise require the signature of the Secretary of the Board;
 - 1.5.9 Prepare and maintain a record of all polices of the Board of Trustees;
 - 1.5.10 Issue all orders of the Board of Trustees.

See Board Policy 2305, Annual Organizational Meeting; and Board Policy 2740, Board Professional Development.

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2025
February 12, 2019