

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Officers

Following the canvassing of election results of new Board members or at any time a Board officer vacancy occurs, the Board will conduct elections for a Chair, a Vice Chair, a Secretary, and/or a Treasurer of the Board. Officers shall be elected by a majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority vote of the Board.

Duties

Board Chair

In addition to the duties required by law, Board policy, and Board action, the Board Chair shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right make motions, request discussion of motions, propose Board resolutions, and vote on all matters coming before the Board.

References in law and Board policy to the Board President are referring to the Board Chair.

Board Vice Chair

The Board Vice Chair shall:

1. Act in the capacity and perform the duties of the Board Chair in the event of the absence or incapacity of the Chair.
2. Become Board Chair only upon being elected to the position.

Board Secretary

The Board Secretary shall:

1. Ensure that accurate minutes are kept of the proceedings of Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the Board Chair and Vice Chair, call the Board meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Board Treasurer

The Board Treasurer shall:

1. Sign or countersign financial documents as directed by a Board resolution or by action of the Board.

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2. Review all Board resolutions authorizing indebtedness of the College District in the amount of \$25 million or greater.
3. In the absence of the Board Chair, Vice Chair, or Secretary call the Board meeting to order and act as presiding officer.