

Board of Trustees

1 **AP 2210 OFFICERS**

2 **Reference:**

3 Education Code, Section 72000

4 **Officer Election**

5 At the annual organizational meeting, the Board of Trustees shall elect from among its
6 members a President of the Board, a Vice President of the Board, and a Clerk of the
7 Board. The terms of officers shall be for one year.

8 The President of the Board shall preside over the initial part of the meeting to elect officers
9 of the Board. Immediately following the election of President, the newly elected President
10 shall assume office and preside over the remainder of the meeting.

11 To begin the election process, the President of the Board will call for a motion and a
12 second to open nominations followed by a vote of the members.

13 The President of the Board will recognize members for nominations for the office of
14 President of the Board. After all nominations are completed, the President of the Board
15 will ask if each nominee accepts the nomination. The President of the Board will then call
16 for a motion and a second to close nominations followed by a vote of the members.

17 Each nominee will be given the opportunity to make a statement to the Board regarding
18 their candidature. The presentation of such statement shall not exceed three (3) minutes.
19 The order of statement(s) shall be in the order of nomination.

20 A roll call vote will be conducted. The voting will begin with the first candidate nominated
21 and proceed in that order.

22 The candidate who receives the majority of affirmative votes will be selected as President
23 of the Board.

24 The same process shall be followed for the Vice President and Clerk of the Board.

25 **Officer Responsibilities**

26 All members of the Board of Trustees shall adhere to the BP/AP 2200 titled Board Duties
27 and Responsibilities and BP 2715 titled Code of Ethics/Standards of Practice. Board
28 officers recognize that it is not their function, either individually or collectively, to actively
29 engage in the administration of the District and understand that to do so or even give the
30 appearance of doing so, can erode the trust and mutual respect which are the
31 cornerstones of successful Board/Superintendent relationships.

32 Board members have authority only when they are meeting as a board; trustees
33 contribute their collective talents, skills, and perspectives, but have no individual power

34 to set policy, direct staff, or make statements representing the board, unless they are
35 reports or adopted positions and policy.

36 Each officer of the Board shall exhibit the following:

- 37 • Interest and commitment to serving as an officer
- 38 • Sufficient time and energy to take on the officer's responsibilities
- 39 • Clear understanding of the mission of the college
- 40 • Clear understanding of the governance role of the Board
- 41 • Interest in and knowledge of the community
- 42 • Ability to nurture the Board's relationship with the President/Superintendent?
- 43 • Leadership skills
- 44 • Communication skills
- 45 • Ability to facilitate conversation among board members
- 46 • Ability to resolve conflict and handle difficult situations
- 47 • Ability to work with group processes

48 Individual officer duties are outlined as follows:

49 The President of the Board:

- 50 • Possesses or attains knowledge of the steps required to facilitate and run board
51 meetings
- 52 • Calls emergency and special meetings of the Board of Trustees as required by law
- 53 • Represents the Board of Trustees at official events or ensure board representation
- 54 • Signs any documents that would require the signature of the President of the Board
- 55 • Responds to media inquiries on behalf of the Board of Trustees in collaboration
56 with the President/Superintendent. Other members of the Board of Trustees are
57 expected to defer to the Board President and the President/Superintendent with
58 regard to media inquiries
- 59 • Provides leadership to the Board by facilitating the development and
60 implementation of policy, to which the President/Superintendent and campus
61 community is accountable
- 62 • Chairs meetings of the Board after developing the agenda with the
63 President/Superintendent
- 64 • Appoints Board committee members, subject to approval by the Board of Trustees
65 in accordance with BP/AP 2220 Committees of the Board
- 66 • Discusses issues confronting the college with the President/Superintendent
- 67 • Helps guide and mediate board actions with respect to organizational priorities and
68 governance concerns
- 69 • Reviews with the President/Superintendent any issues of concern to the Board and
70 facilitates conflict resolution with other Board members
- 71 • Plays a leading role in fundraising activities
- 72 • Coordinates the formal performance evaluation of the President/Superintendent
- 73 • Performs other responsibilities assigned by the Board

- 74 The Vice President of the Board:
- 75 • Performs Board President responsibilities when the Board President is not
 - 76 available
 - 77 • Works with the Board President
 - 78 • Performs other responsibilities as assigned by the Board

- 79 The Clerk of the Board:
- 80 • Presides over Board meetings in the absence of the President and Vice President
 - 81 of the Board
 - 82 • Signs any documents that would require the signature of the Clerk of the Board
 - 83 • Possesses or attains the knowledge necessary to serve as the Board
 - 84 Parliamentarian

85 The Secretary to the Board:

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

87 The duties of the Secretary to the Board are to:

- 88 • Notify members of the Board of Trustees of regular, special, emergency and
- 89 adjourned meetings
- 90 • Prepare and post Board meeting agendas in compliance with the Brown Act
- 91 • Have prepared for adoption minutes of Board meetings
- 92 • Attend all Board of Trustees meetings and closed sessions, unless excused, and
- 93 in such cases to assign a designee
- 94 • Conduct the official correspondence of the Board of Trustees
- 95 • Certify as legally required all Board actions
- 96 • Sign, when authorized by law or by Board action, any documents that would
- 97 otherwise require the signature of the Clerk of the Board of Trustees
- 98 • Keep the public informed of Board meetings and Board action by means of
- 99 appropriate news media

100 Office of Primary Responsibility: President/Superintendent

101 Also see BP 2715 Code of Ethics/Standards of Practice, BP/AP 2200 Board Duties and
102 Responsibilities and BP/AP 2220 Committees of the Board.

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