



Board Policy
Chapter 2 – Board of Trustees

BP 2210 OFFICERS

At the annual organizational meeting, the Board of Trustees shall elect from among its members a Chair and Vice-Chair 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.

Duties of the Chair of the Board of Trustees

It shall be the duty of the Chair to preside at all meetings of the Board of Trustees, to enforce parliamentary rules, and to appoint all special committees for which no provision has been made in other District policies. He/she shall sign all papers and documents as required by law or as authorized by action of the Board of Trustees. He/she shall be authorized to call emergency and special meetings of the Board of Trustees and it shall be his/her duty to do so upon the written request of a majority of the members as required by law.

The Board Chair shall determine the seating of the Board of Trustees at the annual organizational meeting by choosing either drawing of numbers or alphabetical assignments of seating for trustees other than the Board Chair seated in the middle, the Vice-Chair seated to the left of the Chair, the Superintendent/President seated to the right of the Chair, and the Student Trustee seated in the designated Student Trustee position. This new seating will take effect at the next meeting of the Board of Trustees.

It shall be the duty of the Chair to review the agenda for meetings of the Board of Trustees. The agenda will be prepared in advance by the Superintendent/President and reviewed at a regularly scheduled agenda meeting.

Duties of the Vice-Chair of the Board of Trustees

It shall be the duty of the Vice-Chair, in the absence of the Chair, to preside at meetings of the Board of Trustees or when the Chair is absent from the dais during the meeting.

The Vice-Chair may be included by the Chair to review the agenda for meetings of the Board of Trustees at scheduled agenda meetings.

Duties of the Secretary to the Board of Trustees

The Superintendent/President shall serve as Secretary to the Board of Trustees and shall cause the following duties to be performed:

1. Keep a full, accurate, and indexed record of the proceedings of the Board of Trustees;
2. Have charge of all records and files of the Board of Trustees;
3. Conduct all official correspondence of the Board of Trustees and shall sign all official documents as required by law or by action of the Board of Trustees;
4. Notify all members of the Board of Trustees of all regular, special, emergency, and adjourned meetings, formulate and serve all required notices for the Board of Trustees;
5. Secure information, opinions, rulings, and decisions from the offices of the County Superintendent of Schools, the County Auditor, and County Counsel;
6. Prepare and execute all contracts authorized by the Board of Trustees;
7. Keep an index of the Board of Trustees policies and shall prepare revisions and additions to such policies for possible adoption by the Board of Trustees;
8. Prepare and keep current a set of administrative regulations which implement the policies of the Board of Trustees;
9. Prepare and post the agenda for each meeting of the Board of Trustees which shall be forwarded with all necessary documentation to each trustee 72 hours prior to a regular meeting and 24 hours prior to special meetings;
10. Have prepared the minutes of Board meetings for adoption;
11. Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board; and
12. Attend all Board meetings and closed sessions, unless excused.

Secretary's Duties to Communicate with the Board of Trustees

The Board of Trustees holds the Superintendent/President accountable for the conduct of District business, which not only includes administration of the educational program, but also includes a process for keeping the Board of Trustees informed of college-related proceedings, activities and events. As the authorized representative of the Board of Trustees, the Superintendent/President, Secretary to the Board of Trustees, is responsible for following a process to communicate with the Board of Trustees, as follows:

1. The Superintendent/President should regularly communicate with and/or meet with each member of the Board of Trustees to review District business.
2. All printed, college-related materials (correspondence, reports, flyers, invitations) generated by college constituents should be forwarded to the Superintendent/President's Office for distribution to the Board of Trustees. These materials are included in the regular delivery to the Board of Trustees.
 - a. The Superintendent/President should assure that all trustees receive the same materials. (Note: The Student Trustee does not receive confidential materials.)
 - b. Any communication directed to all trustees should be forwarded to the Superintendent/ President.
 - c. Correspondence from college constituents and Board-related organizations should be circulated/distributed to all trustees.

Also see BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000

Adopted: May 1, 2000 (for BP 1260, BP 1261, BP 1262, and BP 1263)

Revised: June 6, 2017

(Replaces former SMC BP 1260, BP 1261, BP 1262, and BP 1263)