

OFFICERS AND OFFICIALS:
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

BOARD OFFICERS	The Board shall elect a President, a Vice-President, and an Assistant Secretary who shall be members of the Board. The Board shall select a District employee to be Secretary of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
VACANCY	A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.
TERM AND DUTIES	Board officers shall serve for a term of one year or 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.
PRESIDENT	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none">1. Preside at all Board meetings unless unable to attend.2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.4. Call special meetings of the Board.5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.6. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.7. Perform all customary duties of the office and other duties as may be required by law or the Board.
VICE-PRESIDENT	<p>The Vice-President of the Board shall:</p> <ol style="list-style-type: none">1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.2. Become President only upon being elected to the position.
SECRETARY	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.2. Ensure that notices of Board meetings are posted and sent as required by law.

Coppell ISD
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ASSISTANT
SECRETARY

The Assistant Secretary of the Board shall:

1. In the absence of the President and Vice-President, call the meeting to order and conduct the election of a president pro tem.
2. In the absence of the Secretary, ensure that notices of Board meetings are posted and sent as required by law.
3. Sign or countersign documents as directed by action of the Board.