Board Officers The Board shall elect a President, a Vice President, a Secretary, and an Assistant Secretary who shall be members of the Board. No member of the Board shall hold a Board office unless he or she has at least one year of experience on the Board.

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

Term and Duties Board officers shall serve for a term of two years 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 In addition to the duties required by law, the President of the Board shall:

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

Vice President The Vice President of the Board shall:

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 The Secretary of the Board shall:

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.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.
4. Sign or countersign documents as directed by action of the Board.

Assistant Secretary The Assistant Secretary of the Board shall perform the duties of the Secretary in the Secretary’s absence.