

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LEGAL)

- Selection of Officers** At the first meeting after each election and qualification of trustees, the members shall organize by selecting:
1. A president, who must be a member of the board.
 2. A secretary, who may or may not be a member of the board.
 3. Other officers and committees the board considers necessary.

Education Code 11.061(c)

Reorganization In addition to the required post-election organization, a board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

- Duties/Powers of Board President** The duties and powers of the president of a board include, but are not limited to, the following:
1. Call a meeting of the board for the purpose of adopting a budget and provide for the publication of notice of the budget and proposed tax rate meeting under Education Code 44.004. [See CE and CCG]
 2. Submit the annual financial statement to a newspaper for publication under Local Government Code 140.006. [See CFA]
 3. Execute a mineral deed or lease under Education Code 11.153. [See CDB]
 4. Execute the deed for the sale of property, other than minerals, held in trust for public school purposes under Education Code 11.154(b). [See CDB]