

OFFICERS AND OFFICIALS:
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDA
(LOCAL)

BOARD OFFICERS	The Board shall elect a President, a Vice President, and a Secretary who shall be members 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 shall be filled by majority action of the Board.
TERM AND DUTIES	<p>Board officers shall serve for a term of one year. or until a successor is elected. Officers may succeed themselves in office. A “sit out” period of one year will be required of each officer after his/her one year term. If no other Board member wishes to be an officer, then a previous office holder may be placed on the ballot, but not in the same capacity of his/her previously held office. After the one year “sit out” period, you may be placed on the ballot again, but this will also limit the office you may hold to one not previously held. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.</p>
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. [See BDB]
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 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.

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