

BOARD ORGANIZATION
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDA
(LOCAL)

BOARD OFFICERS	At the first meeting following the election, the Board shall reorganize and elect a Chair, vice-chair, and secretary who shall be members of the Board. The Executive Director may assign an ESC employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.
TERM AND DUTIES	Each Board officer 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 the Board.
VACANCY	A vacancy among officers of the Board shall be filled by majority action of the Board.
DUTIES OF OFFICERS	The duties of the Chair of the Board shall be to:
CHAIR	<ol style="list-style-type: none">1. Call regular and special Board meetings.2. In consultation with the Executive Director, cause to be prepared and posted in accordance with legal requirements, an agenda that meets the requirements of the Texas Open Meetings Act.3. Preside at Board meetings.4. Appoint Board committees.5. Discuss, make motions and resolutions, and vote on all matters coming before the Board.
VICE-CHAIR	The duties of the Chair shall be performed by the vice-chair when the Chair is absent, has resigned, or is otherwise unable to perform the duties of the office.
SECRETARY	The duties of the secretary of the Board shall include, but not be limited to the following: <ol style="list-style-type: none">1. Assist the Executive Director in matters pertaining to the maintenance of the Board's records and documents.2. Advise the Board of policies previously adopted that affect items on the agenda requiring policy considerations.3. Sign all instruments and documents required by law or specified by the Board.4. In the absence of both the Chair and the vice-chair, call the Board meeting to order and conduct the meeting.