

BOARD INTERNAL ORGANIZATION
BOARD OFFICERS AND OFFICIALS

BCA
(LOCAL)

Board Officers

The Board shall elect a Chairperson, Vice Chairperson, and Secretary who shall be members of the Board. Officers shall be elected by majority vote of the members of the Board.

Board officers shall serve until a successor is elected. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

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

Terms and Duties

Board Chairperson

The Board Chairperson shall not serve consecutive terms unless the first term is a partial term caused by a vacancy. The Board Chairperson may serve consecutive terms in extenuating circumstances, such as a search for a new College President that spans or exceeds the first term.

In addition to the duties required by law, policy, and Board action, the Board Chairperson 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.

References in law and policy to the Board President are referring to the Board Chairperson.

Board Vice
Chairperson

The Board Vice Chairperson may serve multiple consecutive terms.

The Board Vice Chairperson shall:

1. Act in the capacity and perform the duties of the Board Chairperson in the event of the absence or incapacity of the Chairperson.
2. Become Board Chairperson only upon being elected to the position.

Board Secretary

The Board Secretary may serve multiple consecutive terms.

The Board Secretary 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 Board Chairperson and Vice Chairperson, call the meeting to order and act as presiding officer.

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4. Sign or countersign documents as directed by action of the Board.

Recording
Secretary

The College President shall designate a recording secretary to keep Board meeting records and perform other duties requested by the Board. The recording secretary shall be approved by, but not be a member of, the Board.