

# ACTION

**Background Information:**

Annually after the election, the Board selects the members to serve in the capacity of Chair, Vice Chair and Secretary. Current officers were: Mr. Reggie Brisco, Chair; Mrs. Christy Paulsgrove, Vice Chair; and Mrs. Sandra Kimball, Secretary.

**Administrative Consideration:**

According to Policy BDA (local), duties of the officers are as follows:

The duties of the Chair of the Board shall be to:

1. Preside at Board meetings.
2. Appoint committees that are not elected (or selected by majority vote).
3. Serve as a representative to the Texas Association of Education Service Centers.
4. Discuss, make motions and resolutions, and vote on all matters coming before the Board.

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.

The duties of the Secretary of the Board shall include, but not be limited to, the following:

1. Assisting the Executive Director in matters pertaining to the maintenance of the Board's records and documents.
2. Advising the Board of policies previously adopted that affect items on the agenda requiring policy considerations.
3. In the absence of both the Chair and the Vice-Chair, calling the Board meeting to order and conducting the meeting.

**Administrative Recommendation:**

No recommendation.

**Board Action Requested:**

Nominations for each office and election.