

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(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.

Removal from Office

Any officer of the Board may be removed for cause from the office held by a vote of at least five members under such form of procedure as the majority of the Board may direct for the specific occasion. However, no officer so removed shall lose his or her elected position on the Board except for cause and in the manner prescribed by law.

Term and Duties

Board officers shall serve for a term of ~~one year~~ 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 action of the Board.

President

In addition to the duties required by law, the President of the Board shall:

1. Have served as a member of the Board for at least the preceding 12 months prior to serving as president.
2. Preside at all Board meetings unless unable to attend.
3. Have the right to discuss, make motions ~~and~~, propose resolutions, and vote on all matters coming before the Board.
4. Assign, upon soliciting preferences from each Board member, Board liaison and representative roles as outlined in current Board operating procedures.
5. Develop, in collaboration with the Superintendent, an agenda for each meeting.

Vice President

The Vice President of the Board shall:

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.

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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.