## OFFICERS AND OFFICIALS DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA (LEGAL)

## **Selection of Officers**

At the first meeting after each election and qualification of trustees, the members shall organize by selecting:

- 1. A president, who must be a member of the board.
- 2. A secretary, who may or may not be a member of the board.
- Other officers and committees the board considers necessary.

Education Code 11.061(c)

## Reorganization

In addition to the required post-election organization, a board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)* 

## **Duties/Powers of Board President**

The duties and powers of the president of a board include, but are not limited to, the following:

- Call a meeting of the board for the purpose of adopting a budget and provide for the publication of notice of the budget and proposed tax rate meeting under Education Code 44.004. [See CE and CCG]
- Submit the annual financial statement to a newspaper for publication under Local Government Code 140.006. [See CFA]
- 3. Execute a mineral deed or lease under Education Code 11.153. [See CDB]
- 4. Execute the deed for the sale of property, other than minerals, held in trust for public school purposes under Education Code 11.154(b). [See CDB]

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