

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. <del>The Board may assign a District employee to provide clerical assistance to the Board.</del> 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.
Term and Duties	Board officers shall serve for a term of <del>one year</del> <u>one year</u> or until a successor is elected. Officers may succeed themselves in office in accordance with limitations imposed in the <i>Board Operating Procedures</i> . Each officer shall perform any legal duties of the office and other duties as required by action of the Board.
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend.</li><li>2. Have the right to discuss, make motions <del>and</del>, <u>propose</u> resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	<p>The Vice President of the Board shall:</p> <ol style="list-style-type: none"><li><del>3.1.</del> 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.</li><li><del>4.2.</del> Become President only upon being elected to the position.</li></ol>
Secretary	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none"><li><del>5.1.</del> Ensure that an accurate record is kept of the proceedings of each Board meeting.</li><li><del>6.2.</del> Ensure that notices of Board meetings are posted and sent as required by law.</li><li><del>7.3.</del> In the absence of the President and Vice President, call the meeting to order and act as presiding officer.</li><li><del>8.4.</del> Sign or countersign documents as directed by action of the Board.</li></ol>