

OFFICERS AND OFFICIALS:
DUTIES AND REQUIREMENTS OF BOARD
OFFICERS

BDAA
(LOCAL)

BOARD OFFICERS The Board shall elect a President, a Vice-President, and **Secretary** who shall be members of the Board. The Board shall select **a District employee to be Assistant Secretary** of the Board. This employee is generally the Superintendent's secretary. Officers shall be elected by majority vote of the members present and voting.

TERM LIMITS AND VACANCY **A Board President may serve a maximum of four years. Following service as Board President, the Board member must wait one year before being elected again to the post of President.**
The Vice-President may serve a maximum of two years. Following service as Vice-President, the Board member must wait one year before being elected to the same post.
The Secretary may serve a maximum of two years. Following service as Secretary, the Board member must wait one year before being elected to the same post. The Board member, who has served as an officer may hold a *different* officer position.

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 one year or until a successor is elected. Officers may succeed themselves in office, except as limited by this policy. 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. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.
3. Appoint all Board committees, unless otherwise provided by policy or Board consensus.

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. In the absence of the President and Vice-President, call the meeting to order and conduct the election of a president pro tem.
2. In the absence of the Secretary, ensure that notices of Board meetings are posted and sent as required by law.

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

ASSISTANT
SECRETARY

The Assistant Secretary of the Board shall:

1. Be an employee of the District, generally it is the Superintendent's secretary.
2. Ensure that an accurate record is kept of the proceedings of each Board meeting.
3. Ensure that notices of Board meetings are posted and sent as required by law.