

Descriptor Term: BOARD OF TRUSTEES OFFICERS	Descriptor: BDB	Issued: 4/8/97
	Rescinds: BBABA	Issued: 12/11/90

The Board shall elect its officers from its membership at its annual organizational meeting in March of each calendar year. The officers of the Board shall be elected in the following order: president, vice-president and secretary. Each officer shall serve for a period of one year or until a qualified successor is elected. The term of the president is limited to two consecutive one year terms. Vacancies in the Board offices occurring during the year will be filled by the Board at its discretion.

It shall be the duty of the president to make reports and perform all such duties as required by law. In addition, the president serving as presiding officer of the Board shall:

1. Call the meeting to order at the appointed time;
2. Conduct the business to come before the Board in its proper order;
3. Assign the floor to members who desire to speak. Once the president has recognized the right of a member to the floor, it shall be the duty of the president to protect the speaker from disturbance or interference;
4. Insofar as possible, explain the effect of a motion should it not be clear to any member and clearly define to all members any business that is pending;
5. Limit discussion to questions before the Board;
6. Sign all acts or orders necessary to carry out the will of the Board;
7. Put motions to a vote, state definitely and clearly the vote and the results thereof;
8. Appoint such committees as the president and Board may deem necessary;
9. Serve as spokesperson for the Board at all times except when this responsibility is specifically delegated to others;
10. Participate as a regular voting member of the Board;
11. If neither the president or vice-president is present, members of the Board who are present will elect a temporary chairman for the purpose of conducting the meeting.

The vice-president of the Board shall have the powers and duties of the president in the absence or disability of the president.

The secretary of the Board shall keep, or cause to be kept, a full and accurate record of the proceedings of the Board which shall be transcribed into the official minutes of the Board. The secretary shall sign official documents that require the signature of the office of secretary.

*Other rescinded policies: BBAB and BBAC dated 3/16/87