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November 12, 2013  
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March 8, 2016  
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## **BP 2210 OFFICERS**

### **References:**

Education Code Section 72000  
Board Governance Principle: Chief Governance Officer's Role

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President and Vice President of the Board.

The terms of officers shall be for one year. The same Board President, if so elected by its membership, may serve more than one term.

While all Board members are eligible to be considered for President, those candidates with two or more years of San José-Evergreen Community College District Board experience should be especially considered in an effort to provide District-specific experienced leadership.

The duties of the President of the Board are:

1. Preside over all meetings of the Board
2. Call emergency and special meetings of the Board as required by law
3. Consult with the District Chancellor on board meeting agendas.
4. Communicate with individual Board members about their responsibilities
5. Appoint Board Members to Board Committees
6. Participate in the orientation process for new Board members
7. Assure Board compliance with policies on Board education, self-evaluation, and District Chancellor evaluation
8. Represent the Board at official events or ensure Board representation

9. Ensure that the Board behaves consistently with its own Governance Principles and in accordance with applicable laws and Board Policies

10. May delegate his/her authority as Board President, but remains accountable for its use

The Vice President of the Board shall perform duties of the President of the Board in the absence of the President.

The District Chancellor shall serve as Secretary to the Board. The duties of the Secretary are:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings
2. Prepare and post Board meeting agendas
3. Have prepared for adoption minutes of Board meetings
4. Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee
5. Conduct the official correspondence of the Board
6. Certify as legally required all Board actions
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Also see BP 2305 titled Annual Organizational Meeting and BP 2740 titled Board Education