



**Kern Community College District
Board Policy
Chapter 2 – Board of Trustees**

BP 2210 OFFICERS

References:

Education Code Section 72000

Note: This policy is **legally required**.

The Board of Trustees, at its annual organization meeting on a day within the period December 1 to December 31, inclusive, shall organize by electing from among its members a President, Vice President, and Clerk. The terms of officers shall be for one year or until their successors shall have been elected and qualified.

Newly elected members shall be seated on the Board at a scheduled meeting after the election is certified.

Duties of Officers

It shall be the duty of the President of the Board to;

- preside at all meetings of the Board,
- enforce the usual parliamentary rules and to appoint all special committees not otherwise provided for
- sign all papers and documents as required by law or as authorized by action of the Board.
- call emergency and special meetings of the Board as provided by the California Education Code;
- consult with the District Chancellor on board meeting agendas.
- assure Board compliance with policies on board education, self- evaluation, and evaluation of the District Chancellor.

In the absence of the President of the Board, these duties shall be performed by the Vice President of the Board.

The Clerk shall sign all papers and documents as required by law or as authorized by action of the Board.

The District Chancellor shall serve as Secretary to the Board of Trustees.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- 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 of Trustees 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 Annual Organizational Meeting.