

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. Officers shall be elected by majority vote of the members present and voting in accordance with Board Officer Election Procedures below.

The Board may assign a District employee to provide clerical assistance to the Board.

Board Officer
Election Procedures

Nominations for Board officer positions shall be by open nominations.

No recognition from the presiding officer shall be necessary to make a nomination and nominations shall not require a second. An individual Board member shall be permitted to nominate himself or herself during the nomination period.

The nomination process shall continue until no other Board member wishes to make further nominations. A motion to close nominations shall not be required.

Nominations for each Board office shall be followed by an address by each nominee for the respective Board office and then the election for that Board office.

The order of nominations, addresses, and elections shall be as follows:

1. Board President;
2. Board Vice President; and
3. Board Secretary.

Nominees for each Board office shall be permitted up to five minutes to address the Board regarding their nomination for the Board office.

Voting on nominations shall follow the nominees' addresses and shall be conducted by roll call vote. Each Board member shall announce his or her vote when called upon by the presiding officer. The vote shall be repeated to ensure accuracy. In the event that there is not a majority of votes cast for any one nominee, the voting shall continue until one nominee receives a majority vote. The nominee receiving the lowest number of votes shall not be removed from the next vote.

Term and Duties

Board officers shall serve for a term of two years. Officers shall not serve consecutive terms in the same office. Each officer shall perform any legal duties of the office and other duties, as required by the Board.

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- Vacancy A vacancy among officers of the Board shall be filled by majority action of the Board, in accordance with Board Officer Election Procedures above.
- 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. Serve as ex officio member of all Board committees;
 4. Call special meetings of the Board [see BE];
 5. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy; and
 6. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
- 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; and
 2. Become President only upon being elected to the position.
- Secretary The Secretary of the Board shall:
1. Ensure that an accurate record is kept of the proceedings of each Board meeting;
 2. Ensure that notices of Board meetings are posted and sent as required by law;
 3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer; and
 4. Sign or countersign documents as directed by action of the Board.