

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

PROPOSED REVISIONS

BOARD OFFICERS	<p>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. No Trustee can be a candidate for any office who has not completed a minimum of one year on the Board prior to such candidacy.</p> <p>The Superintendent shall serve as Assistant Secretary. The Board may assign a District employee to provide clerical assistance to the Board.</p>
TERM AND DUTIES	<p>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.</p>
VACANCY	<p>A vacancy among officers of the Board shall be filled by majority action of the Board.</p>
PRESIDENT	<p>In addition to the duties required by law, the President of the Board shall:</p> <ol style="list-style-type: none">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.6. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.
VICE PRESIDENT	<p>The Vice President of the Board shall:</p> <ol style="list-style-type: none">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	<p>The Secretary of the Board shall:</p> <ol style="list-style-type: none">1. Ensure that an accurate record is kept of the proceedings of each Board meeting.

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

ASSISTANT
SECRETARY

~~The Superintendent, serving as Assistant Secretary, shall perform the duties of the Board Secretary in the absence of same.~~