

## **Board Policy 2210**

## **Officers**

At the annual organizational meeting, the Board shall elect from among its members a President, Vice President and Secretary of the Board. The duty of the vice president is to preside over the Board meetings in the absence of the President.

The terms of officers shall be for one year.

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 Superintendent/President on Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members and ensure that Board members understand and embrace the Board's commitment to diversity, equity and inclusion;
6. Assure Board compliance with policies on Board education, self-evaluation and CEO evaluation;
7. Represent the Board at official events or ensure Board representation.

The Superintendent/President 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.

Reference:

Education Code Section 72000

El Camino College

Adopted: 1/16/01

Reviewed in College Council & no changes recommended: 10/13/14

Amended: 5/17/21