



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

## Board Policy

### Chapter 2 – Board of Trustees

#### BP 2210 – OFFICERS

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The Board of Trustees shall elect, from among its members, a President of the Board and an Executive Vice President. The remaining three members shall be designated as Vice Presidents.

#### **ELECTION OF OFFICERS**

The President and the Executive Vice President of the Board of Trustees shall be elected from the members of the Board by roll call vote of the members at the annual organizational meeting of the Board of Trustees in accordance with the period specified in the Education Code Section 72000, subdivision (c)(2)(A).\*

\*The period specified in subdivision (c) 2)(A) is a day within the 15-day period that commences with the date upon which a governing Board member elected in the current year's election takes office. Organizational meetings in years in which there is no election for governing Board members shall be held during the same 15-day period on the calendar.

The President and the Executive Vice President shall each receive the votes of a majority of the voting membership of the Board before being declared elected.

#### **TERM OF OFFICE**

The President and Executive Vice President shall hold their offices for one year beginning the first working day of January next to the following first working day of January and until their successors shall be duly elected and qualified.

#### **VACANCY IN OFFICE**

In the event of a vacancy in the office of President or Executive Vice President by death, resignation, or otherwise, the Board of Trustees shall immediately elect a successor to the President or Executive Vice President, as the case may be, to fill the vacancy for the remainder of the normal term of office and until a successor shall be duly elected and qualified.

#### **PRESIDING OFFICER**

The President of the Board shall preside at all meetings of the Board of Trustees at which he/she is present. He/she shall perform such duties and exercise such powers as usually pertain to the office of President, and he/she shall also have such additional powers as may be granted to him/her by law or by the Board.

The duties of the President of the Board of Trustees include, but are not limited to:

- Preside over all meetings of the Board of Trustees;
- Call emergency and special meetings of the Board of Trustees as required by law;
- Consult with the Chancellor on Board meeting agendas;

- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation, and evaluation of the Chancellor;
- Represent the Board of Trustees at official events or ensure Board representation.

### **PRESIDING OFFICER IN ABSENCE OF PRESIDENT**

The Executive Vice President shall preside at all meetings of the Board of Trustees in the absence of the President, and shall perform such other duties as may be enjoined upon that office by the Board. In the case of absence of the President of the Board, and/or in the case of a delay of more than three working days in responding to District business with signature authority by the President of the Board, or if there be a vacancy in the office of the Presidency, all the powers and duties of that office shall devolve upon the Executive Vice President who shall continue to exercise such powers and duties until the President of the Board returns or the vacancy is filled.

### **PRESIDING OFFICER IN ABSENCE OF PRESIDENT AND EXECUTIVE VICE PRESIDENT**

In case of the absence, disability, or refusal to act of the President and the Executive Vice President at a meeting of the Board of Trustees when a quorum is present, as determined by the Secretary by roll call, the members present may elect, by a majority vote of all of the voting membership constituting the Board, a Chair Pro Tem for that meeting. If a Chair Pro Tem is not elected, one of the members shall be picked by lot to act as Chair Pro Tem for that meeting.

### **CHANCELLOR AS OFFICER OF BOARD**

The Chancellor, as Chief Executive Officer, shall be appointed as Secretary of the Board of Trustees at the annual meeting by the adoption of this policy. He/she shall supervise preparation of the dockets for all meetings of the Board. Unless otherwise directed by the voting Board, he/she shall conduct official correspondence for the District.

The duties of the Secretary of the Board of Trustees include, but are not limited to:

- 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.

In addition, contracts, agreements, reports, leases, surveys, deeds and all other official documents shall be authenticated/executed by the Chancellor's signature or by the signature of such persons as he/she may designate, unless otherwise directed by the Board. The Board does not abrogate its responsibility by the delegation of this power and authority. All authorization and approvals which are reserved to the Board by law and which are not specifically delegated by the Board shall be enforced as a prerequisite to the execution of said documents.

The Chancellor shall make known his/her recommendations on all matters pending before the Board of Trustees (except those items submitted by Board members who introduce items on the

docket pertinent to the educational jurisdiction of the District) prior to the time the presiding officer calls for the vote.

The Chancellor will advise the Board as to any request for public records concerning legal matters or financial disclosures under either state or federal law and provide copies of the request to all Board members. Individual Board members may request copies of all materials provided to individuals or groups who have requested such information.

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 Annual Organizational Meeting

**Reference:**

Education Code Section 72000

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**Adopted:** 12/14/06

**Revised:** 12/14/17

*(Replaces current SDCCD BP 2210, SDCCD – former policy 1001.1, 1001.2, 1001.3, 1001.4, 1001.5, 1001.6, 1001.7, 1001.15)*