

TITLE: Officers and Duties of the Board  
NUMBER: 205  
APPROVED BY BOARD OF TRUSTEES: 9/21/76 (under old number 2070)  
AMENDED BY BOARD OF TRUSTEES: 3/09/09; 1/09/08

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- (1) The officers of the Board of Trustees shall be chairperson, vice-chairperson and secretary. The chairperson and vice-chairperson shall be members of the Board of Trustees.
- (2) The Board of Trustees shall elect the chairperson and vice-chairperson at the regular June meeting of the Board and the elected officers shall hold office for one year commencing July 1, or until successors are elected. In the event of an interim vacancy in an office, a successor shall be elected to hold office for the unexpired term. The newly elected officers shall take office as the last order of business at the meeting which they are elected.
- (3) The chairperson, in addition to any duties imposed by rules and regulations of the State Board or the Board of Trustees, shall preside at each regular or special meeting of the Board, shall sign all legal and official documents recording actions of the Board, and shall set the agenda for each meeting of the Board. The chairperson shall, while presiding at official meetings, have full rights of discussion and voting.
- (4) The vice-chairperson, in addition to any duties imposed by rules and regulations of the Board of Trustees and the State Board, shall act as chairperson of the Board in the absence of the chairperson.
- (5) The District President shall serve as secretary of the Board. The secretary of the Board, in addition to any duties imposed by rules and regulations of the State Board and the Board of Trustees, shall keep the official seal of the Board, shall maintain all records of meetings and other official actions of the Board, and shall give notice of all meetings in the manner required by the bylaws and state statutes. The secretary shall also be responsible for Board correspondence and for distributing the agenda and the minutes of the meetings and related reports.