



Policy
2210 Officers

At the annual organizational meeting, which is held in December, the Board shall elect from among its members a Chair and Vice-Chair, and appoint a Secretary/Clerk of the Board. The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Chair:

The Chair of the Board of Trustees shall preside at all meetings and shall appoint committees unless otherwise directed by the Board of Trustees. He or she shall have the right, as other members, to offer resolutions, to make motions, to discuss questions and to vote thereon.

The Chair may call special meetings of the Board of Trustees.

The Chair shall sign official District documents that require the signature of this office.

Vice-Chair:

The Vice-Chair shall perform the duties of the Chair when called upon to do so or in the absence of the Chair.

Secretary/Clerk of the Board:

The Chancellor shall serve as Secretary/Clerk of the Board of Trustees and as such, shall perform the following tasks:

- Prepare the agenda for Board meetings.
- Prepare minutes of Board meetings for subsequent adoption.
- Maintain Board minutes and related exhibit documents.
- Attend all Board meetings
- Sign, where legally possible, all documents which require the signature of the Secretary/Clerk of the Board

The Secretary/Clerk of the Board will have available the services of a Board Stenographer to record official actions of the Board.

References:

Education Code Section [72000](#)

Adopted: May 7, 2002

Revision Adopted: February 10, 2016

Last Reviewed: February 10, 2016

Administrative Procedure

2210 Officers

At the annual organizational meeting, which is held in December, the Chancellor will call the meeting to order and preside during the election of the Board Chair.

The newly elected Chair will:

- A. Conduct the election for Vice-Chair;
- B. Appoint the Chancellor as the Secretary to the Board of Trustees;
- C. Appoint the Chancellor's Administrative Assistant as stenographer for the Board of Trustees;
- D. Designate the time and place of the regular meetings of the Board of Trustees;
- E. Appoint a voting representative to attend the Stanislaus County annual meeting where vacancies on the Stanislaus County Committee on School District Organization are filed; and, who will also serve on the Stanislaus County Schools Board Association;
- F. Appoint Foundations representatives (CC, MJC, & GVM); and
- G. Appoint representative to the Valley Insurance Program Joint Powers Authority (VIPJPA). This is a biennial appointment that will be made as required.

Procedure Last Revised: April 11, 2007, February 10, 2016

Last Reviewed: February 10, 2016