



Policy

2210 Officers

At the annual organizational meeting, which is held in December, the Board shall elect from among its members a President and Vice President, 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.

President:

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

The President may call emergency and special meetings of the Board of Trustees as required by law.

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

The President shall communicate with individual Board members about their responsibilities.

The President shall participate in the orientation process for new Board members.

The President shall assure Board compliance with policies on Board education, self-evaluation, and the Chancellor’s evaluation.

The President shall represent the Board at official events or ensure Board representation.

Vice President:

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

Secretary/Clerk of the Board:

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

- Prepare the agenda for Board meetings in consultation with the Board President.
- 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.

Cross References (see also):

YCCD Policy 2200 – Board Duties and Responsibilities

References:

Education Code Section [72000](#)

Adopted: May 7, 2002

Revision Adopted: ~~February 10, 2016~~, March 8, 2023

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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 President.

The newly elected President will:

- A. Conduct the election for Vice President;
- B. Appoint the Chancellor, or their designee, as the Secretary to the Board of Trustees;
- C. Appoint the Chancellor's Executive 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.
- H. Appoint members to existing Board Standing Committees

Procedure Last Revised: April 11, 2007, February 10, 2016, March 8, 2023

Last Reviewed: February 10, 2016, March 8, 2023