

**OFFICERS OF THE BOARD OF TRUSTEES**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

The President shall preside at all meetings of the Board. He/she shall:

1. Call meetings to order at the prescribed time.
2. Announce the business to come before the Board in its proper order.
3. Enforce the Board's policies relating to the order of business and help ensure compliance with applicable requirements of the Brown Act.
4. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference.
5. Explain what the effect of a motion would be if it were not clear to every member.
6. Restrict discussion to the question when a motion is before the Board.
7. Rule on *issues of* parliamentary procedure.
8. Put motions to a vote and state clearly the results of the vote.
9. Be responsible for the orderly conduct of all Board meetings  
(*cf. 9323--Meeting Conduct*)

The Board President shall perform other duties in accordance with law, and Board policy, including but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board.
2. Consulting with the Superintendent or designee on the preparation of the Board's agenda.  
(*cf. 9322--Agenda/Meeting Materials*)
3. Working with the Superintendent to ensure that Board members have necessary materials and information.
4. Subject to Board approval, appointing and dissolving all committees.
5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
6. Representing the district as governance spokesperson, in conjunction with the Superintendent

The President shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

**Vice President**

When the President resigns or is absent or disabled, the Vice President shall perform the President's duties.

**Secretary**

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board Agenda.  
(*cf. 9322--Agenda/Meeting Materials*)
2. Record, distribute and maintain the Board Minutes.  
(*cf. 9324--Minutes and Recordings*)
3. Maintain Board records and documents.
4. Conduct official correspondence for the Board.

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5. As directed by the Board, sign and execute official papers.
6. Perform other duties as assigned by the Board.

**Clerk**

At an annual meeting, the Governing Board shall elect a clerk from its own membership. (Education Code 35143).

The duties of the Clerk shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Maintain such other records or reports as required by law.
3. Sign documents on behalf of the district as directed by the Board.
4. Serve as presiding officer in the absence of the President and the Vice President.
5. Notify Board members and members-elect of the date and time for the annual organizational meeting.
6. Perform any other duties as assigned by the Board.

If the President resigns but continues as a member of the Board, his/her successor shall be elected for the unexpired portion of his/her term by the Board at the next regular meeting following the meeting at which his/her resignation has been accepted by the Board of Trustees. If the Vice President or the Clerk resigns, a successor shall be elected in accordance set forth in the case of the President.

*Legal Reference:*

Education Code

[35022](#) *President of the board*

[35143](#) *Annual organizational meetings; dates and notice*

[35025](#) *Secretary and bookkeeper*

[35250](#) *Duty to keep certain records and reports*

[17593](#) *Repair and supervision of property (duty of district clerk)*

[35038](#) *Appointment of clerk by county superintendent of schools*

[35039](#) *Dismissal of clerk*

[35121](#) *Appointment of clerk in certain city and high school districts*

[38113](#) *Duty of clerk (re provision of school supplies)*