



**COMPTON COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES POLICIES**

BP 2210 Officers

**Issued: July 21, 2015
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Reference:

Education Code Section 72000 et seq.

At the annual organizational meeting, the Board of Trustees shall elect from among its members a President, Vice President and Secretary of the Board. The duty of the Vice President is to preside over the Board of Trustees meetings in the absence of the President.

The terms of officers shall be for one year.

The duties of the President of the Board of Trustees are:

1. Preside over all meetings of the Board of Trustees;
2. Call emergency and special meetings of the Board of Trustees as required by law;
3. Consult with the President/Chief Executive Officer (CEO) on Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members;
6. Assure Board compliance with policies on Board education, self-evaluation and President/CEO evaluation;
7. Represent the Board of Trustees at official events or ensure Board representation.

The President/CEO shall serve as Secretary to the Board of Trustees. The duties of the Secretary are:

1. Notify members of the Board of regular, special, emergency and adjourned meetings;
2. Prepare and post board meeting agendas;
3. Have prepared for adoption minutes of Board meetings;
4. Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;

7. 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. of Trustees.

The Board of Trustees does not have an official system of rotation of officers; it elects the officers each year from among all its members.