

BOARD BYLAWS

PALO VERDE COMMUNITY COLLEGE DISTRICT BOARD POLICY

2210

Officers

Reference: Education Code Section 72000

At the annual organizational meeting, the Board shall elect from among its members a President, Vice President and Clerk of the Board. The terms of officers shall be for one year.

The Superintendent/President shall serve as the Secretary to the Board.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Appoint and provide for the election of all committees;
- Call emergency and special meetings of the Board as required by law;
- Perform such other duties as may be prescribed by law or by action of the board;
- Sign all contracts, agreements, deeds, leases, and other legal documents not delegated to the Superintendent/President or other officers of the District;
- Sign all other legal documents except those specifically authorized by the Board to be signed by an officer, agent, or employee of the District;
- Consult with the Superintendent/President on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation and Superintendent/President evaluation;
- Represent the Board at official events or ensure board representation.

The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)

The duties of the Vice President of the Board are:

- Perform in the absence of the President, all the duties of the President;
- Attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Superintendent/President or other officers of the District;

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- Attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

The duties of the Clerk of the Board are:

- Perform in the absence of the President and Vice President, all the duties of the President;
- Attest to the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Superintendent/President or other officers of the District;
- Attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;
- Certify as legally required all board actions.

The duties of the Secretary of the Board are:

- Notify members of the Board of all regular, special, emergency and adjourned meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Prepare and post board meeting agendas;
- Furnish an agenda of principal items of business, including backup material, to Board members, Vice President of Administrative Services, Vice President of Instruction, Vice President of Student Services, the Presidents of the CTA Chapter, CSEA, Academic Senate, and Associated Student Government, and others as determined by the Superintendent/President, at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings;
- Cause to be recorded the minutes of the meetings of the Board and have the minutes prepared for adoption;
- Have charge of all records, proceedings, and documents of the Board;
- File and post copies of financial and other reports as required by law;
- Conduct, under the direction of the Board, the official correspondence of the Board;
- Sign and execute all employee contracts, interdistrict agreements, and any other official documents authorized by the Board;
- 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.

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

(Formerly PVC Board Policy 7100)

9/7/10 College Council Approval
9/28/10 Board First Read
10/26/10 Board Second Read and Approval