



BOARD POLICY

2210

DESERT COMMUNITY COLLEGE DISTRICT

OFFICERS OF THE BOARD

At the annual organizational meeting, the Board shall implement its official system of rotating officers. The offices include: past chair, chair, vice chair, clerk and representative to county school board. Should a new member join the board, they will be placed after the past chair in the rotation. Any Board member can decline to serve as chair, vice chair, or clerk with no explanation necessary, in which case the next in line would be eligible for that seat.

Should a member decline the seat as Chair, an election will be held following Roberts Rules of Order. The person that receives a simple majority will be declared the winner. At the end of the year the person shall become the past chair. The following year after such an election is held, the Board will revert to the rotation system as stated above with the Vice Chair becoming the Chair.

Should a member decline the seat as Vice Chair, the member that is in line to be the Clerk shall be moved up to Vice Chair and the declining member moved to the end of the rotation. Should a member decline these at of Clerk, the member that is next in rotation will be moved to the position of Clerk, and the declining member will remain at the end of the rotation.

Upon completion of the above rotation process for filling officers of the Board, the Board will conduct a vote to confirm each Board member for each office. A majority vote of the Board is required to confirm the member to hold the office. Should a member not receive a majority vote for any office of the Board, an election will be held following Robert's Rules of Order to fill that office. The member not confirmed for an office will be placed at the end of the Board rotation process.

The duties of the Chair of the Board are:

- Call emergency and special meetings of the Board as required by law
- Consult with the Superintendent/President on Board meeting agendas
- Appoint all committees unless otherwise directed by the Board
- Shall have the right, as other members, to offer resolutions, make motions, discuss questions, and vote thereon
- Sign official District documents that require the signature of the office
- 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's evaluation

- Represent the Board at official events or ensure Board representation.

The duties of the Vice-Chair of the Board are:

- Preside at meetings of the Board in the absence of the Chair
- Call special meetings of the Board in the absence of the Chair
- Call special meetings of the Board upon the request of two or more members
- Sign official District documents in the absence of the Clerk

The duties of the Clerk of the Board are:

- Preside at meetings of the Board in the absence of the Chair and Vice-Chair
- Call special meetings of the Board in the absence of the Chair or Vice-Chair
- Call special meetings of the Board upon the request of two or more members
- Attest to reports and documents requiring the signature of the Clerk

The duties of the Past Chair of the Board are:

- To represent the Board of Trustees on the McCallum Theater Committee
- To represent the Board of Trustees on the Foundation Board of Directors

The Superintendent/President shall act as Secretary to the Board. The duties of the Secretary to the Board are:

- Attend all Board meetings
- Make physical arrangements Record Board decisions. Prepare, check, and distribute minutes in advance of the next meeting. Maintain properly authenticated official copy of the minutes and one additional copy in the files of the District. Maintain official record of policies of the Board. Advise the Board of pertinent provisions of the Education Code concerning its responsibilities.

Prepare for Board meetings

- Prepare the agenda Call to the Board's attention legal matters. Draft policy motions for the Board's approval
- Handle correspondence
- Open all non-confidential mail addressed to the Board or its officers. Manage routine correspondence directly. Deal with other correspondence as follows: Draft replies in advance, when possible, for Board consideration. Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services.
- Maintain Board's reference files, and see that all documents required by law are open for public inspection.
- Supervise the Board's publicity.
- Arrange and supervise District elections in accordance with the law.

Reference: Education Code Section 72000

Administrator: Superintendent/President

Approval Date: July 19, 2007

Executive Cabinet Review/Approval: September 15, 2020

College Planning Council/Information Item: September 25, 2020

Board Meeting Review/Approval – 1st Reading: October 16, 2020

Board Meeting Review/Approval – 2nd Reading: November 13, 2020

Next Review: November 2025