

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	<p>At the first regular meeting each January, the Board shall reorganize, electing its officers for one-year terms <u>terms of one year</u>.</p> <p>The officers of the Board shall consist of a President, a Vice President, and a Secretary, and are required to be members of the Board. Officers shall be elected by majority vote of the members present and voting.</p>
Vacancy	<p>A vacancy among officers of the Board shall be appointed by majority action of the Board.</p>
Term and Duties	<p>The term of a Board officer is one year. <u>Board officers shall serve for a term of one year or until a successor is elected.</u> Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board as listed below.</p>
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ul style="list-style-type: none">• Preside at all Board meetings unless unable to attend.• Have the right to discuss, make motions and <u>propose</u> resolutions, and vote on all matters coming before the Board.• Secure the resolution of complaints concerning Board members.• Maintain order at meetings and inform the audience that no demonstrations shall be permitted; recess any meeting to clear the Boardroom at any time if necessary to maintain order. [See BE, BEC, and BED]• Oversee and report to the Board on the Superintendent's compliance with the monitoring system found in policy AF (LOCAL).
Vice President	<p>The Vice President of the Board shall:</p> <ul style="list-style-type: none">• Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.• Become President only upon being elected to the position.
Secretary	<p>The Secretary of the Board shall:</p> <ul style="list-style-type: none">• Ensure that an accurate record of the proceedings of each Board meeting is kept and maintained by Board Services.• In the absence of the President and Vice President, call the meeting to order and act as presiding officer.• Sign or countersign documents as directed by action of the Board.