

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.</p> <p>The officers of the Board shall consist of a President, a First-Vice President, a Second Vice President, and a Secretary, and an Assistant Secretary who shall <u>are required to</u> 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 filled <u>appointed</u> by majority action of the Board.</p>
Term and Duties	<p><u>The term of a</u> Board officers shall serve for a term of <u>is</u> one year or until a successor is elected. 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 <u>as listed below</u>.</p>
President	<p>In addition to the duties required by law, the President of the Board shall:</p> <ul style="list-style-type: none">• 1-Preside at all Board meetings unless unable to attend.• 2-Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.• 3-Secure the resolution of complaints concerning Board members.• 4-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. <u>[See BE, BEC, and BED]</u>• 5-Oversee and report to the Board on the Superintendent's compliance with the monitoring system found in policy AF (LOCAL).
First -Vice President	<p>The First-Vice President of the Board shall:</p> <ul style="list-style-type: none">• 1-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.• 2-Become President only upon being elected to the position.
Second Vice President	<p>The Second Vice President of the Board shall:</p> <p>1. Act in the capacity and perform the duties of the First Vice President of the Board in the event of the absence or incapacity of the First Vice President.</p>

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~~2.— Become First Vice President only upon being elected to the position.~~

Secretary

The Secretary of the Board shall:

- ~~1.—~~ Ensure that an accurate record of the proceedings of each Board meeting is kept and maintained by Board Services.
- ~~2.—~~ In the absence of the President, ~~First Vice President,~~ and ~~Second~~ Vice President, call the meeting to order and act as presiding officer.
- ~~3.—~~ Sign or countersign documents as directed by action of the Board.

~~Assistant Secretary~~

~~The Assistant Secretary shall act as the Secretary in the absence of the Secretary and shall perform all duties and exercise all functions of the Secretary.~~