

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	At the first regular meeting each January, the Board shall reorganize, electing its officers for one-year terms. 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.
Vacancy	A vacancy among officers of the Board shall be filled <u>appointed</u> by majority action of the Board.
Term and Duties	<u>The term of a</u> Board officers s shall serve for a term of is 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>.
President	In addition to the duties required by law, the President of the Board shall: • 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	The First-Vice President of the Board shall: • 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	The Second Vice President of the Board shall: 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.

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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.~~