

BOARD MEMBER ROLES

PRESIDENT

The president shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote

The president shall have all the right of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The Board President shall also perform other duties as directed by law, California Department of Education regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
2. Consult with the Superintendent or designee on the preparation of the Board's agendas
3. Appoint and disband all committees, subject to Board approval
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
5. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings
6. Be responsible for the orderly conduct of all Board meetings

7. Share informational mail with other Board members

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

VICE PRESIDENT

Shall take the role of the President in his/her absence.

SECRETARY

The Superintendent or designee, acting as secretary to the Governing Board, shall have the following duties:

1. Prepare and maintain the Board agenda
2. Prepare and maintain the Board minutes
3. Maintain Board records and documents
4. Submit to Board officers the correspondence addressed to them
5. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
6. Other duties as assigned by the Board

CLERK

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Review unapproved minutes for content editing prior to submitting them for Board Approval
4. Sign the minutes of Board meetings following their approval
5. Sign documents on behalf of the district as directed by the Board

6. Serve as presiding officer in the absence of the president and vice president
7. Perform any other duties assigned by the Board

BOARD REPRESENTATIVE

The Governing Board may appoint any of its members to serve as its representatives on district committees or advisory committees of other public agencies or organizations. Due to open meeting law requirements, a majority of the Board shall not be appointed to serve on the same committee.

When making such appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant district support or endorsement for any activity without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization.

The Board shall provide the representative with nominees to this committee.

A Board member is eligible to serve as a member of the county committee on school district organizations.

REPRESENTATIVE ALTERNATE

Shall take the role of the Representative in his/her absence.