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**Board Policy**  
Chapter 2 – Governing Board

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**BP 2210    Officers**

**Reference:**

Education Code Section 72000

At the annual organizational meeting, the Governing Board shall elect from among its members a President of the Board, a Vice President of the Board, and a Secretary of the Board.

The terms of officers shall be for one year.

**The duties of the President of the Board are to:**

- Preside over all meetings of the Governing Board;
- Call emergency and special meetings of the Governing Board as required by law;
- Consult with the Superintendent/President on Governing Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Governing Board members;
- Assure Board compliance with policies on Board Education, Self-Evaluation, and Superintendent/President Evaluation; and
- Represent the Governing Board at official events or ensure Board representation.

**The duties of the Vice President of the Board are to:**

- Serve as the President of the Board in the absence of the Board President;
- Consult with the Superintendent/President and Governing Board President on Governing Board meeting agendas;

- Sign such documents that the acts of the Governing Board may require; and
- Represent the District in its relations with other Governing Boards in the absence of the Board President.

**The duties of the Secretary of the Board are to:**

- Certify or attest to actions taken by the Governing Board whenever such certification or attestation is required for any purpose;
- Make or maintain such other records or reports as are required by law; and
- Perform such other duties as may require official signature by the Governing Board of Trustees of the District.

The Superintendent/President shall serve as Secretary to the Board.

**The duties of the Secretary to the Board are to:**

- Notify members of the Governing Board of regular, special, emergency and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Governing Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Governing Board;
- Certify as legally required all Board actions; and
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Governing Board.

The Governing Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Also see BP 2305 Annual Organizational Meeting and BP 2740 Board Education.

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**Adopted:** 11/13/07;

**Revised:** 1/9/18, 10/14/25

**Reviewed:** 6/10/14

*(Replaces former Palomar College Policy 12.1  
and all previous versions of BP 2210)*