

## BOARD PRESIDENT

### I. Election of the Board President

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves. This election shall be held at the annual organizational meeting of the Board.

### II. Duties of the Board President

The Board president shall preside at all Governing Board meetings, shall enforce Board policies relating to the conduct of meetings, and shall enforce usual parliamentary procedures.

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. 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 conduct of Board meetings.
4. Help ensure compliance with applicable requirements of the Brown Act.
5. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
6. Restrict discussion to the question when a motion is before the Board.
7. Rule on issues of parliamentary procedure.
8. Put motions to a vote, and state clearly the results of the vote.
9. Consult with the Superintendent on the preparation of the Board's agendas.
10. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings.
11. Work with the Superintendent to ensure that Board members have necessary materials and information.
12. Call special meetings of the Board as the president may deem necessary, giving notice as prescribed by law.
13. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
14. Share informational mail with other Board members.
15. Represent the Board or designate a representative at selected community functions.
16. Appoint and disband all Board committees, subject to Board approval.
17. Approve for reimbursement all travel, conferences, professional development, and business-related expenses of the Superintendent.
18. Perform other duties as requested by a majority of the Board.

The president shall have the same rights as other members of the board, including the right to move, second, discuss and vote on all questions before the Board.

### III. Term of Office

The term of office of president shall be one year, commencing immediately upon

election and ending with the election of the successor to the office.

#### IV. Absence of the Board President

Upon the absence, resignation, or disability of the president, the vice president shall perform the president's duties. Upon the absence, resignation or disability of the president and vice president, the clerk shall perform the president's duties.

Should the office of president become vacant, the vice president shall become president of the Board for the remainder of the unexpired term.

#### Legal Reference:

##### EDUCATION CODE

35022 President of the Board

35143 Annual organizational meetings; dates and notice

##### GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

#### Management Resources:

##### CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

#### WEB SITES

CSBA: <http://www.csba.org>

ADOPTED: 11/27/84

REVISION/REDESIGNATION: 6/08/94

REVISED: 10/29/03, 5/14/2014

