



# **BOARD POLICY**

**2210**

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **OFFICERS**

At the annual organizational meeting, the Board shall implement its official system of rotating officers. The offices include:

1. Chair;
2. Vice chair;
3. Clerk;
4. Representative to county school board; and
5. Past chair.

At the annual organization meeting, the board member who served as Chair prior to the organization meeting shall become the past chair.

If a new member joins the Board, the board member will be placed after the past chair in the rotation. Any board member can decline to serve as chair, vice chair, or clerk with no explanation necessary. The declining board member will be moved to the end of the rotation after any new board member.

Should a member decline the seat as Chair, an election will be held following Roberts Rules of Order. The person that receives a simple majority will be declared the winner. At the end of the year the person shall become the past chair. Should a member decline the seat as Vice Chair, the member that is in line to be the Clerk shall be moved up to Vice Chair and the declining member moved to the end of the rotation. Should a member decline these at of Clerk, the member that is next in rotation will be moved to the position of Clerk, and the declining member will remain at the end of the rotation.

The following year after such an election is held, the Board will revert to the rotation system as stated above.

The Board will conduct the rotation process for each office separately, first for Chair, then Vice Chair, and then Clerk. Upon completion of the above rotation process for the particular officer position, the Board will conduct a vote to confirm the board member for the office. A majority vote of the Board is required to confirm the Board member to hold the office. If a member does not receive a majority vote for any office of the Board, an election will be held following Robert's Rules of Order to fill that office. The member not confirmed for an office will be placed at the end of the Board rotation process after any new board member.

The duties of the Board Chair are:

- Preside over all Board meetings;
- Call emergency and special Board meetings, as necessary;
- Consult with the Superintendent/President on Board meeting agendas;
- Appoint all committees unless otherwise directed by the Board;
- Sign official District documents that require the signature of the Board Chair;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on Board education, self-evaluation, and Superintendent/President's evaluation; and
- Represent the Board at official events or ensure Board representation.

The duties of the Board Vice Chair are:

- Preside at meetings of the Board in the absence of the Chair;
- Call emergency and special Board meetings, as necessary, in the absence of the Chair; and
- Sign official District documents in the absence of the Board Clerk.

The duties of the Board Clerk are:

- Preside at meetings of the Board in the absence of the Chair and Vice Chair
- Call emergency and special meetings of the Board, as necessary, in the absence of the Chair and Vice Chair; and
- Attest to reports and documents requiring the signature of the Board Clerk.

The duties of the Past Chair of the Board are:

- Represent the Board of Trustees on the McCallum Theater Committee; and
- Represent the Board of Trustees on the Foundation Board of Directors.

The Superintendent/President shall act as Secretary to the Board. The duties of the Secretary to the Board are:

- Attend all Board meetings;
- Make physical arrangements for Board meetings;
- Record Board decisions;
- Prepare, review, and distribute Board meeting minutes in advance of the next Board meeting;
- Maintain properly authenticated official copy of the Board meeting minutes and one additional copy in the files of the District;
- Maintain official record of policies of the Board;
- Advise the Board of pertinent provisions of the Education Code concerning its responsibilities;

- Prepare the Board meeting agenda;
- Call the Board's attention to legal matters;
- Draft policy motions for the Board's approval;
- Open all non-confidential mail addressed to the Board or its members;
- Manage routine correspondence directly. Deal with other correspondence as follows:  
Draft replies in advance, when possible, for Board consideration. Write to those persons with whom the Board wishes direct contact, as in requesting or expressing appreciation for services;
- Maintain Board's reference files and see that all documents required by law are open for public inspection;
- Supervise the Board's publicity; and
- Arrange and supervise District elections in accordance with the law.

**Reference:**

**Education Code Section 72000**

Administrator: Superintendent/President

Executive Cabinet Review/Approval: 3/25/2025

College Planning Council/Information Item: 4/11/2025

Board Meeting Review/Approval – 1st Reading: 5/16/2025

Board Meeting Review/Approval – 2nd Reading: 6/12/2025

Next Review: 2032-2033