



BOARD POLICY

No. 204

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ORGANIZATION

Organizational Meeting

The Board of Trustees is required to hold an annual organizational meeting that shall take place on a day within a 15-day period that commences with the first Friday in December in accordance with Ed Code 72000 (2)(A).

Officers

At the regularly scheduled meeting of the Board of Trustees in October, the current President of the Board shall appoint an Ad Hoc Nominating Committee consisting of three members of the Board. The sole purpose of this Ad Hoc Committee shall be to make a recommendation of a slate of officers-elect to the full Board at its Annual Organizational Meeting in December.

At the annual organizational meeting, the Board of Trustees shall elect a President, Vice-President, and Clerk from among its members and the Superintendent/President shall serve as Secretary to the Board.

Officers shall serve for one year but may be reelected for an additional consecutive year. In the event of a vacancy in an office, the Board shall fill the vacancy for the unexpired term.

Elections shall be by an affirmative vote of at least four Board Members and shall not be by secret ballot. Brown Act 54952.6, 54953(c)

Duties of Officers

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

A special meeting may be called at any time by the President of the Board or by a majority of the members of the Board. Brown Act 54946

The President of the Board shall:

- Preside at all meetings of the Board, maintain order, and enforce the rules of the Board
- Appoint all committees, unless otherwise ordered by the Board.
- Consult with the Superintendent/President on board meeting agendas
- Communicate with individual board members
- Execute and sign all documents on behalf of the Board as required
- Represent the Board at official events or ensure board representation

The Vice President of the Board shall:

- Perform all duties of the President in the event of absence, disability, resignation, or death of the President
- Assist the President in identifying and implementing trustee community connections; maintain related database.

The Clerk of the Board shall:

- Certify or attest to actions taken by the Board of Trustees as required
- In the event of the absence of the President and Vice President, serve as President

If all three officers are absent, the remaining members, if a quorum, shall select one member to serve as President Pro Tem.

The Secretary of the Board shall:

- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee
- Prepare and post Board meeting agendas, notify members of the Board of special, emergency and adjourned meetings
- Keep a record of all proceedings of the Board
- Prepare and sign all papers and official documents as required
- Post all legal notices as prescribed by law
- Represent the Board in securing opinions from College legal counsel
- Perform other duties as may be directed by the Board of Trustees or as required by law

Time and Place of Meetings

At the annual organizational meeting, the Board of Trustees shall set the time and place for the regular meetings for the following year.

Ed Code 72000

Adopted: December 19, 1978
Revised: April 7, 1982
October 1, 2003
September 19, 2007