

Policy 1011

Board of Trustees

Organization and Duties

The regular January meeting of each year is the annual organizational meeting of the trustees. At that meeting, the trustees shall elect a chair and vice-chair to one-year terms and shall appoint a board clerk. Officers of the board assume their positions immediately on election and appointment.

The chair shall preside at all meetings of the board and sign all papers and documents as required by statute or authorized by action of the board. The chair shall conduct meetings in the manner prescribed by Board Policies 1022 and 1030 and shall have the full right to participate in all aspects of board action, including voting, without relinquishing the chair. It is the responsibility of the chair to manage deliberations so as to be clear, concise, and directed to the issue at hand; to summarize discussion and/or actions before moving to another agenda item and generally to expedite meetings of the board.

The chair shall, when time and circumstance demand an immediate board decision, make those decisions, provided that the circumstance and decision are communicated to all members immediately thereafter for review and ratification. The chair will serve as the spokesperson for the board to the public and with the media, to report and discuss actions taken and decisions made by the board as a body.

The vice-chair shall preside at board meetings in the absence of the chair and shall perform all of the duties of the chair in case of his/her absence or disability.

The authority of individual trustees is limited to participating in actions taken as a board as a whole when legally in session. Trustees shall not assume the responsibilities of administrators or other staff members and shall not, as individuals, command the services of any staff member. The board or staff shall not be bound in any way by actions of any individual trustee except when those actions are pursuant to specific instructions and official action taken by the board.

Trustees are obligated to attend board meetings regularly, and shall give advance notice to the chair or superintendent of his/her inability to attend a meeting. The remaining trustees may request a resignation and declare the position vacant for any trustee who misses four (4) consecutive meetings without notice and excuse.

Policy History:

Adopted: June 2013

Amended: January 2019