

Officers' Roles

The officers of the Board are those listed in this policy. Their duties are those assigned by this policy, and others required by law.

President

The President provides leadership to the Board, ensures the faithful execution of the Board's processes, exercises interpretive responsibilities with integrity, reflecting the spirit and intent of the Board in its deliberations, and normally serves as the Board's official spokesperson.

The President has the following specific authority and duties:

1. Monitor Board actions to assure that they are consistent with the Board's own rules and policies and with other obligations imposed by agencies whose authority supersedes the Board's own authority;
 - a. Conduct and monitor Board meeting deliberations to assure that Board discussion and attention are focused on Board issues, as defined in Board policy (see BC-3);
 - b. Assure that Board meeting discussions are productive, efficient and orderly;
 - c. Chair Board meetings using the authority normally vested in the President as described in Robert's Rules of Order,
 - d. Lead timely board meeting debriefings and periodic self-assessments to ensure continuous process improvement.
2. Make all interpretive decisions of Board policies in the **Board Culture** and **Board/Superintendent Relationship** sections, using reasonable judgment. The President is not authorized to:
 - a. make any interpretive decisions about policies created by the Board in the **Results** and **Operational Expectations** policy areas. Interpretation of these policies is the responsibility of the Superintendent;
 - b. exercise any authority as an individual to supervise or direct the Superintendent.
3. Facilitate the Board's summative evaluation of the Superintendent.
4. Represent the Board as its official spokesperson about issues decided by the Board and other official Board matters.
5. Execute all documents authorized by the Board, except as otherwise provided by law.
6. Appoint members of all Board committees and Board Liaisons to represent the Board with other organizations.

7. On behalf of the Board, and in concert with the Superintendent and one other Board member, develop proposed Board meeting agendas consistent with the Board's Annual Calendar. Any member of the Board may propose the addition of an item that is consistent with the Board's job, as defined in BC-3, to the agenda of a subsequent meeting.

Clerk of the Board

The Clerk of the Board will report out in public session the actions taken in closed session, publicly report communications to the Board, and perform as President when the President is unable to perform the assigned duties.

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules*
- 35022 President of the board*
- 35025 Secretary and bookkeeper*
- 35038 Appointment of clerk by county superintendent of schools*
- 35143 Annual organizational meetings*
- 35160 Authority of governing boards commencing January 1, 1976*
- 35250 Duty to keep certain records and reports*
- 39630 Repair and supervision of property (duty of district clerk)*
- 40003 Duty of clerk (re provision of school supplies)*

GOVERNMENT CODE

- 54950-54963 Ralph M. Brown Act*

Adopted: April 24, 2007

Revised: March 10, 2015

Revised: March 26, 2019

Monitoring Method: Board self-assessment

Monitoring Frequency: Annually