



Book	Board Policies
Section	CHAPTER 2: Board of Trustees
Title	Officers
Code	BP 2210
Status	Active
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## **BP 2210 Officers**

Reference: Education Code Section 72000

Following the swearing in of elected Trustees, at its annual organizational meeting, the Board shall elect one of its members as President, a second as Vice President, a County Committee Representative, a San Mateo School Board Association Representative and two members for the San Mateo Community College Foundation. A Trustee must receive a nomination and a second to stand for election to any of these offices.

While a Trustee may nominate, and may vote for, any Trustee to serve in any office, the Board believes it is desirable to set norms regarding the rotation of officers, as follows:

- a. The President and Vice-President should not serve two consecutive terms in an office. The terms of officers shall be for one year.
- b. The Trustee serving as Vice-President should be elected President in the subsequent year, provided the Trustee serving as Vice-President remains in office the subsequent year.
- c. It is the preference of the Board to grant each elected Trustee an opportunity to serve as President no later than the fourth year of his or her first four year term of office. In the event the number of first term Trustees elected to a four year term exceeds the capacity to grant each new Trustee the opportunity to serve as President in his or her first term, an elected Trustee that does not serve as President during his or her first four year term should serve as President as soon as possible after re- election to a second four year term.
- d. Except as described in (C), the positions of President and Vice President should be held by Trustees who have not held these positions for the longest time period.
- e. In an election year, at the annual organizational meeting the Board shall review this policy before opening nominations for officers.

Any officer of the Board may be removed from the office by the majority vote of the membership of the Board at a regularly scheduled meeting. The Board shall hold an election to fill a vacancy in office at a regularly scheduled meeting.

## **DUTIES OF OFFICERS**

### **President**

It shall be the duty of the President of the Board to:

- preside at Board meetings;
- represent, as appropriate, the Board at special events or ensure Board representation;

- consult with the Chancellor on Board meeting agendas;
- call special or emergency meetings as required by law;
- 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 Chancellor evaluation; and
- perform such other duties as may be prescribed by law or by action of the Board.

### **Vice President**

The Vice President shall serve as President Pro Tempore in the absence of the President. It shall be the duty of the Vice President to sign the approved minutes of all special and regular meetings of the Board and to sign other official documents of the Board.

### **Representative of the Board to the County Committee on School District Organization**

It shall be the duty of the County Committee Representative to attend meetings called by the County Superintendent of Schools to elect members to the San Mateo County Committee on School District Organization and decide other issues before the body.

### **Representatives of the Board to the San Mateo County Community Colleges Foundation Board**

Two members of the Board of Trustees shall be appointed as representatives to the Foundation Board and shall each serve a two-year term. It shall be the duty of the representatives to attend Foundation Board meetings and to keep the Board of Trustees informed about Foundation matters.

### **Other Representatives**

The Board may appoint such other representatives to groups and organizations as deemed appropriate such as the San Mateo School Board Association.

The District Chancellor shall serve as Secretary for the Board.

### **Secretary for the Board**

The major duties and responsibilities of the Secretary for the Board shall be:

1. To provide notification of Board meetings to members of the Board.
2. To jointly prepare agendas with the Board President and Vice-President.
3. To attend all Board meetings and closed sessions unless excused.
4. To have recorded in the minutes all actions taken at Board meetings, review unadopted minutes of each meeting, and transmit such minutes to Board members before each ensuing regular meeting.
5. To certify or attest to Board actions, as required, and to execute official papers.
6. To conduct correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
7. To safeguard records, proceedings, and documents of the Board.

*Also see AP 2210 Officers, BP 2305 Annual Organizational Meeting, and BP 2740 Board Education.*

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*(Replaces former SMCCCD BP 1.15, BP 1.20, and BP 1.25)*

Revised: 2/09 (BP 1.25); 12/11 (BP 1.15 and BP 1.20); 6/15 (BP 1.25); 2/16 (BP 1.15); 3/16 (BP 1.20)