BOARD OFFICERS

The Board shall elect a President, a Vice President, a Treasurer, and a Secretary who shall be members of the Board. The Board may assign a District employee to provide clerical assistance to the Board. Officers shall be elected by majority vote of the members present and voting.

VACANCY

A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board.

TERM AND DUTIES

Board officers shall serve for a term of one year or until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

PRESIDENT

In addition to the duties required by law, the President of the Board shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board. Each Board President shall decide whether to vote on all matters coming before the Board or to vote only in the case of a tie.
3. Call special meetings of the Board. [See BE]
4. Sign all legal documents, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.
5. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy.
6. Perform all customary duties of the office and other duties as may be required by law or the Board.

VICE PRESIDENT

The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Automatically become President of the Board if a vacancy in that office occurs.

SECRETARY

The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.

3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer.

4. Sign or countersign documents as directed by action of the Board.