

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LOCAL)

<b>Board Officers</b>	The Board shall elect a President, a Vice President, 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 plurality vote of the members present and voting.
Vacancy	A vacancy among officers of the Board, other than the Board President, shall be filled by plurality action of the Board.
<b>Term and Duties</b>	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 Board President shall: <ol style="list-style-type: none"><li>1. Preside at all Board meetings unless unable to attend; and</li><li>2. Have the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.</li></ol>
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the Board President in the event of the absence or incapacity of the Board President; and</li><li>2. Automatically become Board President if a vacancy in that office occurs.</li></ol>
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none"><li>1. Ensure that an accurate record is kept of the proceedings of each Board meeting;</li><li>2. Ensure that notices of Board meetings are posted and sent as required by law;</li><li>3. In the absence of the Board President and Vice President, call the meeting to order and act as presiding officer; and</li><li>4. Sign or countersign documents as directed by action of the Board.</li></ol>