

OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA  
(LEGAL)

**Selection of Officers** At the first meeting after each election and qualification of Board members, the members of the Board shall organize by selecting:

1. A president, who shall be a member of the Board.
2. A secretary, who may or may not be a member of the Board.
3. Such other officers and committees as the Board may deem necessary.

*Education Code 11.061(c)*

**Reorganization** In addition to the required post-election organization, the Board may also organize at other times. *Atty. Gen. Op. MW-531 (1982)*

**Duties / Powers of Board President** The duties and powers of the President of the Board include, but are not limited to, the following:

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| Public Meeting on Budget and Proposed Tax Rate | 1. Call a meeting of the Board, giving public notice not earlier than the 30th day or later than the tenth day before the meeting, to discuss and adopt the budget and the proposed tax rate. <i>Education Code 44.004</i> [See CE and CCG] |
| Financial Statements                           | 2. Ensure that the annual financial statements are published as required by law. <i>Local Gov't Code 140.006</i> [See CFA]  |
| Mineral Rights                                 | 3. Execute an oil and/or gas lease or sell, exchange, and convey the minerals in land belonging to the District, approved by resolution of the Board. <i>Education Code 11.153</i>  |
| Deeds  | 4. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes. <i>Education Code 11.154(b)</i>  |