

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, a Secretary, and an Assistant 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 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 shall not 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">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.
Vice President	The Vice President of the Board shall: <ol style="list-style-type: none">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. Under normal circumstances, be elected President after serving one term as Vice President.
Secretary	The Secretary of the Board shall: <ol style="list-style-type: none">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.5. Under normal circumstances, be elected Vice President after serving one term as Secretary.
Assistant Secretary	The Assistant Secretary of the Board shall: <ol style="list-style-type: none">1. In the absence of the President, Vice President, and Secretary, call the meeting to order and act as presiding officer.

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2. In the absence of the Secretary, perform the duties of the Secretary.
3. Under normal circumstances, be elected Secretary after serving one term as Assistant Secretary.

Former President

A former Board President shall become eligible for election as Assistant Secretary only after any members elected to the Board during the year his or her last term as President ended have served in that office.