

OFFICERS AND OFFICIALS
DUTIES AND REQUIREMENTS OF BOARD OFFICERS

BDAA
(LOCAL)

Board Officers	The Board shall elect a President, a Vice President, a Recording 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 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	<p>In addition to the duties required by law, the President of the Board shall:</p> <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.3. Call special meetings of the Board. [See BE]4. Decide all questions of order in accordance with <i>Robert's Rules of Order, Newly Revised</i>, as modified by Board policy.5. Perform all customary duties of the office and other duties as may be required by law or the Board.
Vice President	<p>The Vice President of the Board shall:</p> <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. Become President only upon being elected to the position.
Recording Secretary	<p>The Recording Secretary of the Board shall:</p> <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.

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Assistant Secretary

The Assistant Secretary's signature shall have the same force and effect, as far as validity and authority, as the regular Secretary's signature.

The Assistant Secretary shall have full authority to act in the absence of the secretary.