

POLICY TITLE: Board of Trustee Officers Nominations and Elections Process
NUMBER: 2040

2040.10 According to Health and Safety Code §2027(a), at the first meeting of the initial board of trustees of a newly formed district, and in the case of an existing district at the first meeting in January every year, the board of trustees shall elect its officers.

2040.20 **President** - The President is the chairman of the Board of Trustees and shall preside at Board meetings. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The President shall appoint and publicly announce the chairs and members of the standing committees, as well as ad hoc committee chairs and membership. The President shall be considered an ex-officio voting member of all committees.

When deemed necessary, the President may call a special meeting of the Board of Trustees.

The President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.30 **First Vice President** - In the absence of the President, the Vice President shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Vice President may serve as a voting member of a committee, including chairmanship.

The Vice-President has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.40 **Second Vice President** - In the absence of the President and Vice President, the Second Vice President shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Second Vice President may serve as a voting member of a committee, including fulfilling the role of chair.

Term of office shall be one year, unless reappointed and approved by the Board.

2040.50 **Secretary** - In the absence of the President, Vice President and Second Vice President, the Secretary shall serve as the chairperson over Board meetings and shall exercise and discharge other duties, as assigned by the President or the Board. He/she shall have the rights of all other members, including the introduction of motions, resolutions and voting.

The Secretary may serve as a voting member of a committee, including fulfilling the role of chair.

The Secretary has the authorization to sign checks approved by the Board, in accordance with the District's check signing policy.

The Office of Secretary does not bear the responsibility of the Board of Trustees Recording Secretary.

The Term of office shall be one year, unless reappointed and approved by the Board.

Policy Committee review: September 30, 2016

Legal review: October 4, 2016

Board Approval: December 14, 2016