

Election and Duties of Officers B-60

PURPOSE: This policy establishes the rules for election of Board officers and sets forth the duties of the officers.

B-60-10 Swearing in of Newly Elected Board Members. Newly elected Board Members shall be sworn in during the regular meeting in December following their election.

B-60-20 Organizational Meeting. The Board shall hold an organizational meeting during the first regular meeting in January every year during which the officers of the Board, members of the Board's Committees, and Committee Chairs shall be elected by the Board. Officers shall assume their duties at the next Board meeting.

B-60-30 Term of Office. The term of office for each Board Officer shall be one year.

B-60-40 Minimum Elected Officers. The Board shall elect at least a Chairperson and Vice Chairperson. The Board may create additional offices and elect members to those offices, provided that no member of the Board shall hold more than one office.

B-60-50 Duties of the Chairperson. The Board Chair shall preside over all Board Meetings. It is the responsibility of the Board Chair to ensure all meetings are conducted in accordance with state, federal, and local laws, including but not limited to the Ralph M. Brown Act (Gov. Code § 54950 et seq.), ensuring public transparency and the effectiveness of meetings. The Board Chair shall have the same rights as the other Board Members in voting; introducing motions, resolutions and ordinances; and participating in discussions.

B-60-60 Duties of the Vice Chairperson. In the absence of the Board Chair, the Vice Chair shall serve as Chairperson for meetings of the Board. If both the Board Chair and Vice Chair are absent, the attending Board Members shall designate a Chairperson for that meeting.

B-60-70 Executing Documents. The Board Chair and Vice Chair shall execute District documents on behalf of the Board unless such authority has been delegated to the General Manager.

B-60-80 Removal of Officers. Any Board Officer, Committee member, or Committee Chair may be removed from their position and replaced, at any time, by a majority vote of the Board of Directors during a regular meeting thereof.