



Policy Name:	Officers of the Board
Policy Number:	7518
Applicable Code/Law:	N/A

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is that the officers of the Board of Trustees shall be a Chair, a Vice-Chair, and a Secretary. At the first regularly scheduled meeting of the Board in June each year, the Board shall elect from its membership the Chair and Vice-Chair to serve for the ensuing year, from July through the following June. As specified by state law, the Secretary shall be the President of Shoreline Community College or his/her designee.

The Chair, in addition to any duties imposed by rules and regulations of the State Board, shall preside at all meetings of the Board, sign legal and official documents recording actions of the Board, and review the agenda prepared for each meeting of the Board. The Chair shall, while presiding at official meetings, have full right of discussion and vote.

The Vice-Chair, in addition to any duties imposed by rules and regulations of the State Board, shall act as Chair of the Board in the absence of the Chair.

Together, the Chair and the Vice-Chair will conduct initial reviews of the policies and bylaws contained in the Board of Trustees Governance Manual, as well as review the agendas for study sessions and regular meetings of the Board of Trustees.

A Board member designated by the Board Chair shall serve as Chair, in any official meeting of the Board conducted in the absence of the Chair and Vice-Chair.

In addition to any duties imposed by rules and regulations of the State Board or assigned by this Board, the Secretary of the Board or his/her designee shall keep the Seal and maintain all records of the meetings of the Board. He/she shall also be responsible for Board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.