

VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 9121

ADOPTED: 02/24/97

CLASSIFICATION: Board Bylaws

**REVISED: 08/28/07
03/24/08
01/24/11
04/25/11**

SUBJECT: Official Duties

DUTIES OF PRESIDENT

The President shall:

1. Be responsible for the orderly conduct of all Board meetings;
2. Call the meeting to order at the appointed time;
3. Announce the business to come before the Board in its proper order;
4. Enforce the Board's policies relating to the order of business and the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act;
5. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
6. Restrict discussion to the question when a motion is before the Board;
7. Establish a time allotment for each information/discussion/action Board agenda item when the agenda is approved.
8. Rule on parliamentary procedure;
9. Restate motions before the Board before voting and explain what the effect of a motion would be if it is not clear to every member;
10. Put motions to a vote, and state clearly the results of the vote;
11. Work with the County Superintendent to ensure that Board members have necessary materials and information;
12. Appoint members to sub-committees
13. Serve as representative to vote in election for members of the County Committee on School District Organization at the County Committee's annual meeting;

14. Make all Board requests for service to those professional contracted agents of the Board. This duty may be designated by the Board President to individual Board members at his or her discretion. Recognizing that the scope of legal services is contracted for by the Board, primary access to legal counsel shall be through the President. Should any Board member express a stated need to communicate directly with any attorney whose services are contracted for by the Board, such request shall be made to the President only at a regularly scheduled or special board meeting. The President will then determine (1) whether the request to communicate with counsel falls within the scope of services counsel is authorized to provide and; (2) whether the scope of the requested services falls within the subject matter jurisdiction of the Board.

The President shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The Board President shall also perform other duties as directed by law, California Department of Education regulations and the Board including the duty to:

1. Sign all instruments, acts, formal letters, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent on the preparation of the Board's agendas. The final decision on the Board meeting agenda will be the sole responsibility of the Board President. Disputes will be brought to the full Board's attention for decision;
3. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
4. Serve as Ex-officio member of all committees as permitted by law;
5. Confer with the Superintendent, and if necessary, to act at the direction of the Board on crucial matters which may occur between Board meetings;
6. Share informational mail with Board members.

When the President resigns or is absent or disabled, the Vice President shall perform the President's duties. When both the President and Vice President are absent or disabled, the ex-officio Secretary shall perform the President's duties until a President Pro Tem is elected by a majority vote of the Board.

In case a vacancy occurs in the Office of President, it shall be filled by the current Vice-President and a new Vice-President shall be elected at the next meeting of the Board.

Legal Reference:

EDUCATION CODE

1009	Organizational Meeting
35145.5	Meetings, minutes; agenda