



ADMINISTRATIVE PROCEDURES

No. 204.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

ORGANIZATION – BOARD OFFICERS PROCEDURES

Election of Officers

Annually, the Board will review the duties and responsibilities, and skills/knowledge/abilities of the Board Officer positions. By the regularly scheduled meeting in November, Board members will express their interest in being Board Officers by indicating in writing the office they are seeking and share their perceived strengths and areas of needed support relative to the duties and responsibilities, and skills/knowledge/abilities as listed below.

Officers shall serve for one year but may be reelected for additional years. Any officer may be removed from office by a super majority (five) vote of the Board. In the event of a vacancy in an office, the Board shall fill the vacancy for the unexpired term.

Skills/Knowledge/Abilities of Board Officers

- Effective leadership skills and a desire to lead the Board.
- Awareness and understanding of community college issues.
- Knowledge and facilitation skills required to run board meetings effectively and efficiently in a fair and equitable manner.
- Ability to work constructively with the CEO.
- Ability to resolve conflict and handle difficult situations.
- Willingness to represent the decisions of the Board and support the institution.
- Experience as a member of the Board long enough to have an understanding of the role, functions, and history of the Board of the MLCCD.
- Good communication skills; be articulate and able to speak of Mission/Vision/Values/and Goals of the MLCCD and the goals and objectives of the Board.
- Possess sufficient time to prepare for and fulfill the role of the office for which he or she is nominated.
- Recognize the value of diversity.
- Have the vision and possess those qualities necessary to move the Board forward in positive directions of service for students, the college, and the community.

Duties and Responsibilities of Board Officers

The President of the Board shall:

- Preside at all meetings of the Board, maintain order, and enforce the rules of the Board.
- Have all rights of any member of the Board, including the right to move, second, discuss, and vote on any and all questions before the Board.
- Appoint all committees, unless otherwise ordered by the Board.
- Consult with the Superintendent/President on board meeting agendas.
- Communicate with individual board members.
- Execute and sign all documents on behalf of the Board as required.
- Represent the Board at official events or ensure Board representation.
- Ensure the Board fulfills its responsibilities to MLCCD.

- Create a positive climate and facilitate teamwork.
- Communicate with individual Board members about their responsibilities.
- Assure Board compliance with policies on Board education, self-evaluation and CEO evaluation.

The Vice President of the Board shall:

- Perform all duties of the President in the event of absence, disability, resignation, or death of the President.
- Assist the President in identifying and implementing trustee community connections; maintain related database.

The Clerk of the Board shall:

- Certify or attest to actions taken by the Board of Trustees as required.
- In the event of the absence of the President and Vice President, serve as President.

If all three officers are absent, the remaining members, if a quorum, shall select one member to serve as President Pro Tem.

The Secretary of the Board shall:

- Attend all Board meetings and closed sessions, unless excused, and in such cases assign a designee.
- Prepare and post Board meeting agendas, notify members of the Board of special, emergency and adjourned meetings.
- Keep a record of all proceedings of the Board.
- Prepare and sign all papers and official documents as required.
- Post all legal notices as prescribed by law.
- Represent the Board in securing opinions from College legal counsel.
- Perform other duties as may be directed by the Board of Trustees or as required by law.

Reference: Ed Code 72000

Adopted: December 19, 1978

Revised: April 7, 1982

October 1, 2003

September 19, 2007

September 14, 2011