

**North Orange County Regional Occupational Program
OFFICERS OF THE GOVERNING BOARD OF TRUSTEES
ROP BB 9120**

BB 9120 (a)

Board Bylaws

Election of Officers

The officers of the Governing Board shall consist of a President and a Vice President/Clerk. They shall be elected from among the members of the Governing Board at the Annual Organizational Meeting of the Board and shall hold their respective offices for a period of one year beginning at the organizational meeting, or until their successors shall be elected. Vacancies shall be filled according to the terms of the Joint Powers Agreement.

- **President:**

The President shall preside at all meetings. The President shall decide, subject to Board approval, questions of order, and shall appoint any committees which the Board determines necessary. The President shall have the same rights and privileges as other members of the Board in voting, introducing motions and resolutions and in discussing questions.

- **Vice President/Clerk:**

The Vice President/Clerk shall act as the presiding officer at all meetings where the President is absent. While acting in this capacity, the Vice President/Clerk shall have all of the powers and privileges of the President. The Vice President/Clerk shall sign documents and agreements when authorized by the Board.

- **Secretary:**

The Superintendent shall serve as Secretary to the Governing Board in accordance with the provisions of the Joint Powers Agreement.

The Secretary of the Board shall:

1. Prepare and maintain the Board agenda, minutes and other board records and documents.
2. Handle Board correspondence, sign reports, certify minutes and attest to actions taken by the Governing Board.

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BB 9120 (b)

- **Parliamentarian:**

The Parliamentarian shall be appointed by the Governing Board at the Annual Organizational Meeting, and shall be well versed in Robert's Rules of Order, Newly Revised and be able to advise the Board as needed or requested. The Governing Board shall observe Robert's Rules of Order, Newly Revised.

Approved: November 20, 2001
Adopted: June 15, 1976