

13. The President of the Board and the Superintendent shall be ex officio members of all Board committees, unless otherwise provided by Board action.

Vice President: The Vice President of the Board shall:

1. Act in the capacity and perform the duties of the President of the Board in the event of the absence or incapacity of the President.
2. Become President only upon being elected to the position.
3. Act as Parliamentarian including: Engaging in pre-meeting preparation with the chair, advising on points of order during meetings, and maintaining governing documents. The presiding officer will appoint the Parliamentarian in the event that the Vice President is presiding over a meeting.

Secretary: The Secretary of the Board shall:

1. Ensure that an accurate record is kept of the proceedings of each Board meeting.
2. Ensure that notices of Board meetings are posted and sent as required by law.
3. In the absence of the President and Vice President, call the meeting to order and act as presiding officer
4. Sign or countersign documents as directed by action of the Board.
5. Receive Board President's Announcements at least three (3) business days prior to the meeting
6. Sign the Superintendent Contract and Evaluation

Board as One:

Board members retain their free speech rights but should be sure to clarify that their statements are reflections of their own views and not the official position of the Board.

V. GOVERNANCE BE (LEGAL)

Board Meetings:

The Board may act only by majority vote of the members present at a meeting held in compliance with Chapter 551, Government Code, at which a quorum of the board is present and voting. Education Code 11.051(a-1)

Definition:

"Meeting" means a deliberation among a quorum of the Board, or between a quorum of the Board and another person, during which public business or public policy over which the Board has supervision or control is discussed or considered, or during which the Board takes formal action. "Meeting" also means a gathering:

1. That is conducted by the Board or for which the Board is responsible;
2. At which a quorum (e.g., four members of a seven-member board) of members of the Board is present;
3. That has been called by the Board; and
4. At which Board members receive information from, give information to, ask questions of or receive questions from any third person, including an employee of the District, about the public business or public policy over which the Board has supervision or control.

Open to Public:

Every meeting of the Board shall be open to the public. The Board may, however, exclude a witness from a hearing during the examination of another witness in a matter being investigated and may enter into a closed meeting, as provided by law. Gov't Code 551.002, 551.084, Ch. 551, Subch. D, Subch. E [See BOB and BE(LOCAL)]