

## **President and Other Officers**

The Yolo County Board of Education (“County Board”) shall elect a president from among its members to provide leadership on behalf of the County Board and the educational community it serves.

### **President**

The president shall have the same rights as other members of the County Board, including the right to move, second, discuss and vote on all matters before the County Board. The president shall also preside at all County Board meetings. They shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the County Board in its proper order
3. Enforce the County Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the County Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and clearly state the results of the vote
9. Be responsible for the orderly conduct of all County Board meetings

The president shall perform other duties in accordance with law and County Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the action of the County Board
2. Calling such meetings of the County Board as they may deem necessary, giving notice as prescribed by law (Education Code 1012; Government Code 54956, 54956.5)
3. Appointing members of the County Board to fill the vacant seats of a school district board when a majority of those seats are vacant (Education Code 5094)

4. Subject to County Board approval, appointing and dissolving all committees
5. Subject to County Board approval, appointing County Board members to serve as representatives on committees on matters of concern to the County Board, the county office of education, or the districts, schools, and students within its jurisdiction
6. Representing the County Board as spokesperson

### **Vice President**

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 County Board shall choose a president pro tempore to perform the president's duties.

### **Secretary/Executive Officer**

The Yolo County Superintendent of Schools (“Superintendent”) shall serve as the ex officio secretary and executive officer of the County Board. As ex officio secretary and executive officer, the Superintendent shall:

1. In conjunction with the president of the County Board, construct the County Board agendas.
2. Prepare and handle the County Board minutes.
3. Act as custodian for all County Board records and documents.
4. Prepare a tentative calendar of County Board meeting dates for the year next ensuing for the consideration of the County Board at its annual organization meeting.
5. Submit to the president of the County Board all correspondence addressed to the president or County Board.
6. Handle any other duties or activities as authorized by the County Board.

### **Legal Reference:**

Education Code, 1009, 1012, 5094

Government Code, 54950-54963

### **Management Resources:**

CSBA Publications A Call to Order, revised 2015

CSBA Professional Governance Standards, 2000 Maximizing School Board Leadership: Boardsmanship, 1996

Websites

CSBA: <http://www.csba.org>

California County Boards of Education: <http://www.theccbe.org>

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