**Bylaws of the Board** BB 9121(a)

**PRESIDENT**

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

*(cf. 9000 - Role of the Board)*

*(cf. 9005 - Governance Standards)*

*(cf. 9100 - Organization)*

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time

2. Announce the business to come before the Board in its proper order

3. Enforce the 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 Board

7. Rule on issues of parliamentary procedure

8. Put motions to a vote, and state clearly the results of the vote

9. Be responsible for the orderly conduct of all Board meetings

*(cf. 9323 - Meeting Conduct)*

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

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Executive Director on the preparation of the Board's agendas

*(cf. 9322 - Agenda/Meeting Materials)*

3. Working with the Executive Director to ensure that Board members have necessary materials and information

BB 9121(b)

**PRESIDENT** (continued)

4. Subject to Board approval, appointing and dissolving all committees

*(cf. 9130 - Board Committees)*

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

*(cf. 9320 - Meetings and Notices)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

6. Representing College and Career Advantage (CCA) Regional Occupational Program (ROP) as governance spokesperson, in conjunction with the Executive Director

*(cf. 1112 - Media Relations)*

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president/clerk shall perform the president's duties. When both the president and vice president/clerk are absent or disabled, the Board shall choose a president pro tempore from the remaining Board members or alternates to perform the president's duties.

*(cf. 9123 - Clerk)*

*Legal Reference:*

*EDUCATION CODE*

*35022 President of the board*

*35143 Annual organizational meetings; dates and notice*

*GOVERNMENT CODE*

*54950-54963 Ralph M. Brown Act*

*Management Resources:*

*CSBA PUBLICATIONS*

*Board Presidents’ Handbook, revised 2002*

*CSBA Professional Governance Standards, 2000*

*Maximizing School Board Leadership: Boardsmanship, 1996*

*WEB SITES*

*CSBA: http://www.csba.org*

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| Bylaw  adopted: October 25, 2007  revised: January 8, 2024 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |