

2015.

ADMINISTRATIVE REGULATIONS ON ANNUAL ORGANIZATIONAL MEETING AND BOARD OFFICERS

2015.1

Election of Officers: At the annual organizational meeting, the Board of Trustees shall select officers for the succeeding year.

- A. Rotation and Terms of Office: Each Board member shall rotate upward through the three non-officer member positions and the positions of Vice President and President, with each position being held by each Board member for one year. The Board President must have served at least one year as a member of the Board.
- B. If for any reason the Board President does not complete the elected term, the Vice President shall immediately succeed as President for the remainder of that term in addition to the upcoming regularly-scheduled term. The other Board members shall similarly move up one position in the rotation with the outgoing President occupying the bottom position in the rotation.
- C. If for any reason the Vice President does not complete the elected term, the Board member occupying the top non-officer position shall immediately succeed as Vice President for the remainder of that term in addition to the upcoming regularly scheduled term.
- D. If at any time, more than one individual new to the Board becomes a member through election or appointment, their position of rotation is determined alphabetically by the first letter of their last name. Members reelected for an additional term for continuous service maintain their position of rotation on the Board.
- E. The Board may suspend, alter or modify these provisions during the annual organizational meeting.

2015.2

Selection of Representative to the Committee on School District Organization: Per California Education Code Section 35023 and 72000(c)(2)(A), at the annual organizational meeting, the Board of Trustees shall elect a representative to the Los Angeles County Committee on School District Organization.

2015.3

Board Officer Responsibilities:

- A. President: The President of the Board of Trustees shall preside at all meetings of the Board and shall appoint any ad hoc committees as are deemed necessary. The Board President shall be an ex-officio member

of all such committees. Should the committees meet with a majority of Board members present, the meeting will be appropriately noticed as required by law.

- B. Vice President: The Vice President shall serve in the absence of the President and shall exercise all the powers and bear all the responsibilities of that office. The Vice President shall act as the Board of Trustees liaison to the Executive Committee of the Long Beach City College Foundation and attend the meetings of that Executive Committee.
- C. Secretary: The Secretary shall keep a full and accurate record of the proceedings of the Board of Trustees; shall send out notices and agendas for Board meetings; shall be responsible to the Board for all matters pertaining to the care of the Board's records and documents; shall call the Board meeting to order in the absence of the President and Vice President and conduct the election of a chair pro tem and shall have such other duties as the Board may decide.

Adopted: July 24, 2012
Revised: August 27, 2013