

BOARD INTERNAL ORGANIZATION  
BOARD OFFICERS AND OFFICIALS

BCA  
(LOCAL)

~~In addition to the officers required by law (Chairman and Secretary), the Board Officers~~

~~The Board shall elect a vice-chairman~~Chairman, a Vice Chairman, a Secretary, and an ~~assistant secretary~~. ~~All officers~~Assistant Secretary who shall be Board members. ~~Each of the Board. Officers shall serve until his or her successor is qualified and be elected.~~

by majority vote of the members of the Board. The process for electing Board ~~leadership positions-officers~~ will be followed as specified in the Board Procedures Handbook.

Board officers shall serve until a successor is elected. Officers may succeed themselves in office. Each officer shall perform any legal duties of the office and other duties as required by action of the Board.

Vacancy

A vacancy among officers of the Board shall be filled by majority action of the Board.

Duties

Board Chairman

In addition to the duties required by law, policy, and Board action, the Board Chairman shall:

1. Preside at all Board meetings unless unable to attend.
2. Have the right to discuss, make motions, propose resolutions, and vote on all matters coming before the Board.
3. Appoint or provide for the election of all Board committees.
4. Call special meetings as required.
5. File depository or treasurer's bond with the Coordinating Board, Texas College and University System.
6. Certify corrected Board minutes.
7. Sign all vouchers and other legal documents as the representative of the Board.

References in law and policy to the Board President are referring to the Board Chairman.

Board Vice Chairman

The Board Vice Chairman shall:

1. Act in the capacity and perform the duties of the Board Chairman in the event of the absence or incapacity of the Chairman.
2. Certify corrected Board minutes in the absence of the Board Chairman.
3. Become Board Chairman only upon being elected to the position.

Board Secretary

The Board Secretary shall:

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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. Ensure notification of Board members of all regular, special, and adjourned meetings.
4. Transmit a copy of the record of the previous meeting to each Board member before each ensuing meeting.
5. In the absence of the Board Chairman and Vice Chairman, call the meeting to order and act as presiding officer.
6. Sign or countersign documents as directed by action of the Board, including:
  - a. All corrected Board minutes.
  - b. All vouchers and other legal documents as the representative of the Board.

Assistant Secretary

The Assistant Secretary shall:

1. Perform the duties of the Board Secretary in case of absence or disability of the Secretary.
2. Assist the Board Secretary when needed.