

## OFFICERS OF THE COUNTY BOARD

At the annual organizational meeting, the Monterey County Board of Education (County Board) should elect a President and Vice President from among its members to provide leadership on behalf of the County Board and the educational community it serves.

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

*(cf. 9005 - Governance Standards)*

*(cf. 9100 - Annual Organization Meeting)*

The President, to ensure that meetings are conducted in an efficient transparent, and orderly manner, should preside at all County Board meetings, and:

1. As Chair, call meetings 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. Conduct 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 state clearly the results of the vote
  9. Is responsible for the orderly conduct of all Board meetings
- (cf. 9320 - Meetings and Notices)*  
*(cf. 9321 - Closed Session)*  
*(cf. 9322 - Agenda/Meeting Materials)*  
*(cf. 9323 - Meeting Conduct)*

The President should have the same rights as other members of the County Board, including the right to discuss and vote on all matters before the County Board.

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

1. Signing all papers and documents required by law or authorized by action of the of the County Board
  2. Consulting with the Monterey County Superintendent of Schools (County Superintendent) or designee on the preparation of the County Board's agendas
  3. Signing the minutes of the County Board meetings following their approval
  4. Working with the Superintendent to ensure that County Board members have necessary materials and information
- (cf. 9322 - Agenda/Meeting Materials)*
5. Subject to County Board approval, appointing and dissolving all County Board committees

- (*cf. 9130 – Board Committees*)
6. Subject to County Board approval, appointing County Board representatives to outside committees, task forces, community groups, Joint Powers Authorities, and similar bodies. In doing so, the County Board President should consider significance of trustee areas, present workload of the County Board member, and knowledge, experience and expertise of the County Board member as these relate to the assignment  
(*cf. 9130 - Board Committees*)
  7. Calling special meetings of the County Board as necessary, provided they are conducted within these rules and regulations and prescribed by law  
(*cf. 9320 - Meetings and Notices*)  
(*cf. 9321 - Closed Session Purposes and Agendas*)
  8. Representing MCOE and the County Board as governance spokesperson, in conjunction with the County Superintendent  
(*cf. 1112 - Media Relations*)
  9. Appointing County Board members to fill the vacant seats of a school district board when a majority of those seats are vacant. [Education Code 5094]

The President should participate in workshops and other professional development opportunities to enhance leadership skills.

(*cf. 9240 – Board Training*)

The Vice President should assume the duties of the President in the absence of the President, with the President's full authority and responsibility. When both the President and Vice President are absent from any meeting of the County Board, the immediate past President may preside, except that if there is no immediate past President in attendance, the present members can elect a President *pro tempore* in an election conducted by the Secretary to the County Board.

The County Superintendent serves as an *ex officio* Secretary and Executive Officer to the County Board. As Secretary, the County Superintendent is expected to undertake all the duties required by law and normally prescribed in a Secretary's role.

As Executive Officer, it is anticipated that the County Superintendent will execute all decisions by the County Board and comply with its approved policies as well as perform all of the duties specified by law.

*Legal Reference:*

**EDUCATION CODE**

1009 *Annual organization of the board*

1010 *County Superintendent is ex officio secretary and executive officer of the County Board*

1011 *Regular Meetings*

1012 *Special Meetings*

- 1013 Quorum*
- 1015 Recording the vote*
- 1016 Permitted proceedings at special meetings*
- 5094 Power to fill district board vacancies*

*GOVERNMENT CODE*

*54950-54963 Ralph M. Brown Act*

Adopted: 05/15/13; 06/05/19