

# Midpeninsula Regional Open Space District

## Board Policy Manual

<b>Board Officers</b>	<b>Policy 1.06</b> <b>Chapter 1 – Administration &amp; Government</b>
Effective Date:	Revised Date: 11/13/13
Prior Versions:	

### **Board of Directors: Election of Officers**

Public Resources Code § 5535.

At the first regular meeting in January of each year, the Board of Directors shall choose one of its members, President, and another Vice-President, who shall act for the President in his/her absence or disability. The Board shall choose one of its members to serve as Board Treasurer and another to serve as Secretary.

Each officer shall be voted on separately. Elections shall be by signed ballot and counted by the District Clerk. The candidate receiving a majority of the vote of the members of the Board shall be elected. After the election, the ballots shall be available for public inspection.

### **Duties of the Presiding Officer**

Public Resources Code § 5548.

The President, or in his/her absence, the Vice-President, shall be the presiding officer of the Board and shall assume his/her place and duties as such immediately following his/her election. The presiding officer shall preserve order at all meetings of the Board, announce its decisions on all subjects, and decide all questions of order, subject to an appeal to the board. S/he shall participate in debate, make motions, and vote on all questions as other members of the Board.

The President shall sign all ordinances, resolutions, contracts and conveyances on behalf of the District after they have been approved by the Board, shall sign financial instruments as appropriate, and s/he shall perform such other duties as may be imposed upon him/her by the Board.

In the absence of the President, or in the event of his/her inability to act, the Vice-President shall perform all the powers and duties of the President. If both the President and Vice-President are absent or unable to act, the Board may select a president pro tempore who shall perform all the powers and duties of the President.

### **Board Treasurer**

The Treasurer shall be a member of the Budget Committee and shall sign financial instruments as appropriate.

### **Board Secretary**

Public Resources Code § 5551 and 5552.

Unless otherwise directed by the Board, the Board Secretary shall countersign all ordinances and resolutions and the District Clerk shall countersign all contracts and conveyances approved by the Board. In the absence of a Secretary, or in the event of his/her inability to act, the Board may select a secretary pro tempore who shall perform all the duties of Secretary.