

BOARD OFFICERS

Reference: W.S. § 21-18-302(a); 21-18-304(a)(v)(vii)(viii)(ix)

Board Officers are required to discharge duties in accordance with law. The Board has also established practices concerning removal of officers and term of office.

Duties of the President of the Board

The President of the College District Board shall be the principal executive officer of the District Board and, subject to the control of the College District Board, shall in general supervise and control all of the business and affairs of the College District Board. He/she may sign, with the Secretary or any other proper officer of the District Board thereunto authorized by the College District Board, any deeds, mortgages, general obligation bonds, revenue bonds, contracts, or other instruments which the District Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the College District Board or by these procedures to some other officer or agent of the College District, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the College District Board from time to time.

Duties of the Vice President of the Board

In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President of the Board or by the College District Board

Duties of the Secretary of the Board

The Secretary shall: (a) keep the minutes and proceedings of the College District Board meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these procedures or as required by law, with the College seal affixed; (c) be custodian of the College District records and of the seal of the College and see that the seal of the College District is affixed to all documents, the execution of which, on Behalf of the College District, under its seal, is duly authorized; (d) sign all general obligation bonds and coupons attached thereto; (e) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President of the Board or by the College District Board.

Duties of the Treasurer of the Board

The Treasurer shall give a bond for the faithful discharge of his/her duties in such penalty and such surety or sureties as the College District Board shall determine. The Treasurer shall: (a) Have charge and custody of and be responsible for all funds of the College District Board and

shall disburse all funds on the order of the College District Board; (b) Receive and give receipts for monies due and payable to the College District from any source whatsoever; (c) Deposit all such monies in the name of the College District in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these procedures; and (d) In general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President of the Board or by the College District Board.

Removal of Officers

An officer elected by the Board may be removed by the Board by a vote of a majority of the Board for non-attendance and/or non-performance of duties, or when it is in the best interest of the Board to do so.

Consecutive Terms

It is the practice of the Board of Trustees that no member shall hold the same office for more than two consecutive one-year terms.

Order of Presiding

The President of the Board or in his/her absence, the Vice President, shall preside at all meetings of the Board. In the absence of both, the Secretary of the Board shall preside. In the absence of the above-named officers the Treasurer of the Board shall preside.

Original Adoption	January 26, 1989
Revised	July 17, 2002
Last Revision	May 8, 2014