



**Broward  
Community  
College**

## Policy Manual

<b>Title:</b> Board of Trustees: Organization, Officers, and Duties of Officers	<b>Number:</b> 6Hx2-1.05
<b>Legal Authority:</b> Fla. Statutes 240.313 (5) Fla. St. Bd. of Ed. Admin. Rules 6A-14.042	<b>Page:</b> 1 of 1

At its first regular meeting after July 1 of each year, the Board of Trustees shall organize by electing a chairperson and a vice chairperson. The President shall preside until the chairperson is elected. The chairperson’s duties are to (1) preside at all meetings of the Board, (2) call special Board meetings, (3) attest to actions of the Board, and (4) notify the Governor, in writing, whenever a Board member fails to attend three consecutive regular Board meetings in any one fiscal year, since such absences may be grounds for removal. The vice chairperson’s duty is to act as chairperson during the absence or disability of the elected chairperson.

The Board may, at its own option, elect co-chairpersons to serve during the year. Use of co-chairpersons might be preferred by the Board when two Board members who have not served as chairperson are in the final year of their appointments. If co-chairpersons are elected, the Board must clarify during which part of the year each co-chairperson will preside.

Within fourteen days after the annual organizational meeting of the Board of Trustees, the President shall file with the Executive Director a copy of the organizational proceedings identifying the chairperson and the vice chairperson and the schedule of regular meetings of the year. Should the office of the chairperson become vacant, the Board shall elect a chairperson at its first meeting after the vacancy occurs, and the President shall notify the Executive Director of the State Board of Community Colleges within fourteen days of the election.

<b>History:</b> Revised on January 17, 1978; revised on September 21, 1982; revised on October 15, 1985; revised on March 19, 1991; revised and re-titled on April 16, 1997
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<b>Approved by the Board of Trustees</b>	<b>Date</b> 04/16/97	<b>President’s Signature</b> 	<b>Date</b> 04/16/97
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