

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
POLICY MANUAL**

Title: OFFICERS – DUTIES	Number: BP 1.04
Legal Authority: California Education Code 72000 and 70902	

Officers of the Board shall consist of a President and Vice President and their election shall be by Aye or No vote.

It shall be the duty of the President to call and to preside at all meetings of the Board, to appoint the chairpersons of special and standing committees, and to perform such other duties as the law may require or the Board order.

It shall be the duty of the Vice President to perform all the duties of the President in case of absence or incapacity of that officer.

Any officer of the Board may be removed from office by a majority vote of the membership of the Board.

The Chancellor shall serve ex-officio as Secretary to the Board. The Chancellor shall conduct the official correspondence of the Board and shall prepare, in conjunction with the Board President, the agenda and act as custodian of the records of all actions of the Board. The Chancellor shall notify all members of special meetings and shall furnish such other notices as required by law or by Board regulations.

Approved by District Board of Trustee on 6/22/72. Revised on 10/25/12