

B.4.1 (Policy) Board Officers

Responsible Department: Office of the Chancellor, Legal Services

Board Adoption: 8-18-09

Last Board Action: 8-18-09

Officers of the Board shall be elected at the first regular meeting of the Board following the regular election of Board members in even-numbered years, or at any time thereafter in order to fill a vacancy. The Board shall elect the following officers from their members:

1. A Chairperson.
2. A Vice Chairperson.
3. A Secretary.
4. An Assistant Secretary.

Officers may succeed themselves.

Chairperson

The Board Chairperson shall:

1. Preside at meetings of the Board.
2. Have a vote the same as the other members.
3. Perform such other duties and functions as are prescribed by the Board.

In addition to the duties required by law, the Chairperson of the Board shall:

1. Appoint all committees, unless otherwise instructed by the Board.
2. Serve as ex officio voting member of all Board committees.
3. Call special meetings of the Board (see [B.8.1](#)).
4. Sign all legal documents including contracts, warrants, vouchers, and reports, as required by statute, state or federal regulations, or Board policy.
5. Decide all questions of order in accordance with *Robert's Rules of Order, Newly Revised*, as modified by Board policy and/or by laws.

Should a vacancy be declared in the Board Chairmanship, the Board shall elect a permanent replacement to fill the remainder of the term. Should the Board be unable to reach agreement on a permanent chairperson, the interim chairperson shall continue to serve as interim chairperson with all provisions and responsibilities outlined in this policy.

Vice Chairperson

The Vice Chairperson of the Board shall:

1. Act in the capacity and perform the duties of the Chairperson of the Board in the event of the Chairperson's absence, death, resignation, disability, or disqualification, and shall continue to serve in an interim capacity only.
2. Become Chairperson only upon being elected to the position.

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3. Perform other duties as prescribed by the Board.

Secretary, Assistant Secretary and Deputy Secretary

The Secretary of the Board shall:

1. Keep the minutes of all Board meetings.
2. File, index, and preserve all records of the Board.
3. Be the official custodian of the minutes, books, records, and seal of the Board.
4. At the hour of the meeting, if the Chairperson and Vice Chairperson are absent, call the Board meeting to order to conduct an election of a temporary chairperson.
5. Perform other duties and functions as prescribed by the Board.

The Assistant Secretary shall perform the duties of the Secretary in the absence of the Secretary.

A Deputy Secretary, not a member of the Board, may be appointed by the Secretary of the Board to assist in the performance of the duties of the Secretary.

The Deputy Secretary shall have the actual custody of the records, seal, and the minutes of the Board. Copies of all minutes, papers, and documents of the Board may be certified to be true and correct either by the Secretary or the Deputy Secretary.

Legal Reference - TACC Policy Reference Manual

BCA(LEGAL) - Board Internal Organization: Board Officers and Officials

BCAB(LEGAL) - Board Officers and Officials: Duties and Requirements of Board
President

BCAD(LEGAL) - Board Officers and Officials: Duties and Requirements of
Secretary