

WAC 132I-104-030 Officers of the board. At the first regular meeting of the board each fiscal year, the board shall elect, from its membership, a chair and vice chair to serve for the ensuing year. In addition, the president of Community College District 9 shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his discretion, appoint an appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

(1) The chair, in addition to any duties imposed by rules and regulations of the state board for community college education, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chair shall, while presiding at official meetings, have full right of discussion and vote.

(2) The vice chair, in addition to any duties imposed by rules and regulations of the state board for community college education shall act as chair of the board in the absence of the chair.

(3) The secretary of the board shall be the president of Community College District 9 and shall serve as chair, without privilege of vote, in any official meeting of the board conducted in the absence of the chair and vice chair. In addition to any duties imposed by rules and regulations of the state board for community college education, he shall keep the official seal of the board and maintain all records of meetings and other official actions of the board. The secretary shall also be responsible for board correspondence, compiling the agenda for meetings, and distributing the minutes of the meetings and related reports. The secretary, or his designee, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings excepting study and executive sessions.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-104-030, filed 7/21/92, effective 8/21/92; Order 005, § 132I-104-030, filed 2/27/74.]