

Policy Title: Election and Duties of Board
Policy Number: 1.3

Purpose:

OFFICERS. The officers of the College Board are a Chair and Vice Chair, a Secretary, and a Treasurer, each of whom are elected by the College Board.

ELECTION AND TERM OF OFFICE. The officers of the College Board shall be elected annually by the College Board at a meeting held on or about December 1, or as soon thereafter as convenient for the members. Each officer shall hold office until the officer shall resign or shall be removed in the manner hereinafter provided or in such case resulting from the members death during ~~their~~ ~~his/her~~ term of office.

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

VACANCIES OF OFFICERS. A vacancy occurring in a Board office because of death, resignation, removal, disqualification, or otherwise, may be filled by the College Board for the unexpired portion of the term.

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

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

THE SECRETARY. The Secretary shall: (a) keep the minutes and proceedings of the College 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 rules and regulations or as required by law with the College seal affixed; (c) be custodian of the College Board 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; and (d) in general, perform all duties incident to the Office of Secretary and such other duties as from time to time may be assigned by the Chair of the Board or by the College Board. The Executive Assistant to the College President shall serve as the Assistant to the Secretary, and in general, shall perform such duties as shall be assigned by the Secretary or by the Chair of the Board.

THE TREASURER. The Treasurer shall give a bond for the faithful discharge of duties in such penalty and such surety or sureties as the College Board shall determine. The Treasurer shall: (a) have charge and

custody of and be responsible for all funds of the College District and shall disburse all funds on the order of the College Board; (b) receive and give receipts for moneys (monies) due and payable to the College district from any source whatever; (c) deposit all such money (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 regulations; (d) sign all general obligation bonds and coupons attached thereto; (e) in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Chair of the Board or by the College Board. The **College's Chief Financial Officer** ~~Vice President for Administrative Services~~ shall serve as the Assistant Treasurer to the Board. The Assistant Treasurer shall give a bond for the faithful discharge of ~~their his/her~~ duties in such penalty and with such sureties as the College Board shall determine. The Assistant Treasurer, in general, shall perform such duties as shall be assigned by the Treasurer or by the Chair of the Board.

VACANCIES. The College Board shall fill a vacancy in office by temporary appointment of a qualified person within 30 days from the date the vacancy occurs pursuant to W.S. § 22-18-111(b). Each appointee shall serve until his successor is elected at the next election. Each appointee shall be a resident of the trustee residence area previously represented. Within five (5) days from the date a vacancy occurs, the College Board may seek applications of interested candidates. The College Board will review the applications at its next regular meeting or at a special meeting, if necessary. The vacancy shall be filled by the affirmative vote of a majority of the remaining members of the College Board.

References: W.S. § 22-18-111(b)

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Date(s) reviewed, no change: