

**Article III**  
**Officers--Election and Duties**  
**Approved: January 18, 2000**

The officers of the South Arkansas Community College Board of Trustees shall be a chair, a vice-chair, and a secretary. The officers shall be elected in January of each even-numbered year, shall assume office immediately upon election, and shall hold office until their successors have been elected. (Note: The Board of Trustees approved a revision in the time schedule of the election of officers in their January 1999 meeting. Officers were elected at that time for a two-year term ending in December 2000. The next election of officers will be for a one-year term only ending in December 2001. This schedule will provide for the election of officers in even-numbered years.)

In the September Board meeting preceding the expiration of terms of officers, a Nominating Committee of three members shall be elected by the membership of the Board. Nominations to the Nominating Committee shall be made from the floor and if more than three persons are nominated, election to the Nominating Committee shall be by a show of hands and the three members receiving the highest number of votes shall be elected to the Nominating Committee.

The committee shall nominate the following Board of Trustees Officers: a chair, a vice-chair, and a secretary. The committee shall have the responsibility of obtaining the agreement of each nominee to serve if elected. The report of the Nominating Committee shall be made to the Board of Trustees in the November meeting of the Board.

The election of officers shall be held during the January meeting of the Board. The chair shall call for nominations from the floor for each of the positions to be filled. Prior to being nominated, a Board member must have agreed to serve if elected. If there are no nominations from the floor, the chair shall ask for a vote to accept the report of the Nominating Committee and elect the officers by acclamation. If there are two or more nominees for any office, election shall be by a show of hands. The nominee receiving the highest number of votes shall be elected.

In the event that a vacancy occurs among the officers of the Board of Trustees, a Nominating Committee shall be formed in the next regularly scheduled Board meeting using the process outlined above. The Nominating Committee shall report its nominee in the next regularly scheduled Board meeting after its formation and the election shall be held in that meeting using the process outlined above.

It shall be the duty of the chair to preside at all meetings of the Board, to appoint or provide for the election of all Board committees, to call special meetings as required,

to sign such financial and legal documents as may be appropriate or required by law or by action of the Board, to act as the official spokesperson for the Board, and to consult with the President in the preparation of the agendas for Board meetings. The chair shall be eligible to join in all discussions and vote on all questions without relinquishing the gavel. The chairperson serves as an ex-officio member on all Board committees. As a member, the chairperson is eligible to vote.

The vice-chair shall serve in the absence of the chair.

The secretary shall be responsible for insuring that accurate and complete minutes of the meetings of the Board are maintained and contain a record of all actions of the Board, shall sign all legal documents as may be appropriate or required by law or by action of the Board, and shall perform such other duties as may be assigned by the Board. The secretary shall assume responsibilities of the chair in the absence of the chair and vice-chair.

In the event that all three officers of the Board are absent, the Board shall elect a temporary presiding officer.

Revised & approved by Board 11/27/2018