

## ADMINISTRATIVE RULES

<b>Title:</b> <b>ORGANIZATION OF THE DISTRICT BOARD OF TRUSTEES</b>	<b>Identification:</b> 6HX-10-1.01
	<b>Page:</b> 1 of 2
	<b>Effective Date:</b> January 15, 2015
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65	<b>Signature/Approval:</b> Dr. Ken Atwater

### PURPOSE

This rule establishes policy regarding the organization of the District Board of Trustees.

### RULE

At the organizational Meeting, which will occur at the first regular meeting in July of each year, the District Board of Trustees will organize by electing a Chairperson and Vice Chairperson. At the organization meeting, the President will serve as Chairperson until the organization is completed. The duties of the officers are as follows:

Chairperson: The Board's Chairperson will preside at all Board meetings, preserve order, enforce rules, and sign all letters, agreements, contracts, deed, leases and other documents and papers ordered to be executed by the Board.

Vice-Chairperson: The Board's Vice-Chairperson will assume the duties of Chairperson when the Chairperson is temporarily absent or incapacitated.

Ex-Officio Secretary: The President of the College will serve as the Ex-Officio Secretary of the Board, assure that the Board's minutes and records are maintained, and perform additional duties as requested by the Board. The President is the College's chief administrative officer. Carrying out these responsibilities, the President will submit recommendation to the Board on all matters that require the Board's approval prior to implementation.

At the annual meeting, the Board will determine the schedule for regular meetings, which will include the regular meeting day and start time. The President will provide the Florida Department of Education with this information.

The Board will also annually appoint a Board member to be a liaison for the Board on the HCC Foundation, for the labor-related issues involving the collective bargaining agreements and any other areas as determined necessary by the Board.

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It is possible that both the Board's Chairperson and Vice Chairperson may be unable to attend the same meeting. In this event, the Board members present will, prior to commencing the meeting, select by majority vote, one of their number to preside and serve as Acting Chairperson.

If a permanent vacancy should occur in the Chairperson's position, the Board will proceed to elect a Chairperson at the next ensuring regular or special meeting.

The Board may establish committees if it is deemed in the best interest of the College. However, recommendations of the Board's committees must be submitted to the Board for the Board to take action as a whole.

The President will provide new members of the Board with an orientation session.

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### **History:**

Adopted: 9/21/71; Revised: 12/18/74; 9/18/85; 10/19/88; 1/18/95; 4/20/98; 10/10/98; 12/17/01; 2/1/06; Formerly: 6HX-10-1.007