

**POLICY: 6Hx28:1-05**



Responsible Official:  
Vice President, Policy and General  
Counsel

Specific Authority: 1001.61-65, 1004.70, F.S.  
Law Implemented: 1001.61-65, 1004.70, F.S.

Effective Date: 11-20-2001

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## **Officers and Their Duties**

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### **Policy Statement:**

#### **I. Officers and Elections**

At its first regular meeting after July 1 of each year, the District Board of Trustees shall organize by electing a Chair, whose duty as such is to preside at all meetings of the District Board of Trustees, to call special meetings thereof, to enforce parliamentary rules, and to attest to actions of the District Board of Trustees, and a Vice Chair, whose duty as such is to act as Chair during the absence or disability of the elected Chair. The Chair shall sign all papers and documents as required by law or as authorized by action of the District Board of Trustees.

#### **II. Election of Officers**

- A. The election of the officers of the District Board of Trustees shall be conducted at the organizational meeting in July in accordance with the following procedure:
- B. Nominations shall be received from the floor for the office of Chair.
- C. If there is only one nominee for the office of Chair, a member may move election of the nominated candidate. The vote on the motion shall be by unanimous consent. Otherwise, a roll call vote shall be taken.
- D. If there are two or more nominees, election shall be conducted by roll call vote. The first nominee receiving the majority vote is elected.
- E. If there are three or more nominees and no one is elected on the first ballot, the nominee who received the least number of votes on the ballot will be dropped. This procedure shall be used until a nominee has been elected. In case of a tie for the least number of votes, balloting shall continue on all candidates until the tie is broken.

F. This process shall be repeated for the office of Vice Chair.

III. Vacancies

- A. In the event of a vacancy in the office of the Chair, the District Board of Trustees shall, at its first meeting after the vacancy occurs, elect the Vice Chair to the position of Chair to serve out the Chair's term of office.
- B. In the event of a vacancy in the office of the Vice Chair, including when the Vice Chair assumes the office of the Chair, an election shall be held for the unexpired term of the Vice Chair at a subsequent meeting of the District Board of Trustees in accordance with Section 1-05 B.
- C. The President of the College shall notify the Chancellor of the Florida College System Institution within fourteen (14) days of the election.

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**Procedures:**

None

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**Related Documents/Policies:**

None

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**Policy**

**History:**

Replaced former Policies 6Hx28:01-00, 6Hx28:02-00, 6Hx28:02-01, 6Hx28:02-02, 6Hx28:02-03, 6Hx28:02-05, 6Hx28:04-01 and 6H28:04-02; Amended 11-20-01; Formerly 6Hx28:01-05