

The College President's administrative organization shall be the established authority on campus. Staff members should report to the designated administrator on specific problems. The College President is the final authority at the College level.

2A2A When a change in organizational structure is being considered at a College, discussions shall be held with Academic Senate and classified representatives. *(Added June 10, 1999)*

2A2B When a change in organizational structure is being considered at the District Office, discussions shall be held with representatives of the Academic Senates and classified representatives. *(Added June 10, 1999)*

2B **Organization of the Board of Trustees**

2B1 Composition - The Board of Trustees is composed of seven (7) members representing the District on the basis of trustee areas as follows. See [Appendix 2B1\(a\)](#) of this Manual for a map of the Kern Community College District trustee areas. [Appendix 2B1\(b\)](#) of this Manual includes a listing of the members of the Board of Trustees and term expiration date by trustee areas.

Trustee Area #1	Two (2) Board members
Trustee Area #2	One (1) Board member
Trustee Area #3	Two (2) Board members
Trustee Area #4	One (1) Board member
Trustee Area #5	One (1) Board member

2B1A In accordance with Education Code Section 72023.5 one (1) student shall be a non-voting member of the Board of Trustees. Upon request, the student member's advisory position on measures before the Board shall be noted in the official minutes of the meeting. The procedures for selection are prescribed by the governing board and are outlined in [Procedure 2B1A](#) of this Manual.

2B1A1 The student member shall serve for a one-year (1-year) term as provided by law. A student member may be afforded the opportunity to attend closed sessions at the invitation of the Board of Trustees except for matters dealing with personnel and collective bargaining.

2B1A2 Student members are entitled to the same travel allowance as voting members and shall be compensated for attendance at Board meetings at the same rate as regular members.

2B1A3 In accordance with Education Code Section 72023.7(c), the Board shall, by May 15 of each year, review and adopt rules and regulations implementing this section.

2B2 Election of Members of the Board of Trustees - A candidate must be an elector residing in and registered to vote in the area to be represented. Members of the Board of Trustees shall be elected by the electors of the area in which the member(s) resides.

2B2A A statement filed by a candidate for inclusion in the sample ballot for distribution to the voters shall be limited to two hundred (200) words. A charge for such statement shall be levied against the candidate by the County Clerk.

2B2B If a tie vote occurs, the candidates who have received the tie votes shall be notified to appear before the Board either personally or by a representative at a designated time and place. The Board of Trustees shall at that time and place determine the winner or winners by lot.

2B3 Election of Officers - The Board of Trustees, at its annual organization meeting on a day within the period December 1 to December 31, inclusive, shall organize by electing from among its members a President, Vice President, and Clerk. Said officers shall hold office for two (2) years or until their successors shall have been elected and qualified. Newly elected members shall be seated on the Board at a scheduled meeting after the election is certified. *(November 8, 2012)*

2B4 Secretary to the Board - The Chancellor shall serve as Secretary to the Board of Trustees.

2B5 Duties of Officers - It shall be the duty of the President of the Board to preside at all meetings of the Board, to enforce the usual parliamentary rules and to appoint all special committees not otherwise provided for. The President shall sign all papers and documents as required by law or as authorized by action of the Board. The President shall be authorized and it shall be his/her duty to call special meetings of the Board as provided by the California Education Code. In the absence of the President, these duties shall be performed by the Vice President. *(Revised July 1, 1999)*
The Clerk shall sign all papers and documents as required by law or as authorized by action of the Board.

2B6 Committees - The Board shall act as a committee of the whole in all matters. The President of the Board shall appoint such subcommittees as are deemed necessary. Such committees shall not have executive power