

<b>Board Officers</b>	Policy Number	1.2.3
	Effective Date	September 19, 2012

**1.0 POLICY & PURPOSE**

- A. The Board of Trustees of Laramie County Community College will elect Board Officers to be discharged with duties outlined in this policy as well as Wyoming law.
- B. The Board will elect officers on or before the first Wednesday of each December. At this time, the Board of Trustees will elect one (1) of its members as president, one (1) of its members as vice-president, one (1) of its members as treasurer and one (1) of its members as secretary pursuant to Wyoming statute.
  - 1) The president of the Board will be addressed as “Chair.” The vice-president will be addressed as “Vice-Chair.” The Chair will preside at all meetings of the Board. In the absence of the Chair, the Vice-Chair will preside at the meeting of the Board.
    - a. The Chair ensures the integrity of the Board’s process and, secondarily, represents the Board to outside parties.
    - b. The Chair ensures that the Board behaves consistently with its policies and those imposed upon it from outside the organization.
    - c. The Chair has no authority to supervise or direct the President.
    - d. The Chair may represent the Board to outside parties in announcing Board-stated position.
    - e. The Chair may appoint Board members to serve on Board Committees.
  - 2) The Treasurer will be responsible for receiving all funds payable to the district and disburse them on the order of the Board, or delegate that task to an employee of the College.
  - 3) The Secretary will be responsible to keep the minutes and proceedings of all Board meetings, or delegate that task to an employee of the College. If delegated, the secretary is still responsible for the keeping of these records.
- C. At the same meeting in which officers are elected, the Board will:
  - 1) Elect three designees to the Laramie County Community College Foundation Board
  - 2) Elect two liaisons to the Wyoming Association of Community College Trustees

**Reference:** Wyo. Stat. § 21-18-302


**2.0 REVISION HISTORY**

Adopted on: 9/19/12

**3.0 PERSONS AFFECTED**

Laramie County Community College Board of Trustees  
 Laramie County Community College President  
 Laramie County Community College Chief Financial Officer  
 Laramie County Community College Secretary to the President and to the Board

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REQUIRED	NAME/SIGNATURE	DATE
Originator(s) (Name)	Brenda Lyttle, Trustee	9/5/12
Approval by College Council		N/A
Recommended by President (Signature)	N/A	N/A
Approval by Trustees (Signature)		9/19/12