

	Policy Number	1.2.3
	Effective Date	September 19, 2012

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. Specifically, 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 remains consistent with its policies and those imposed upon it from outside the organization.
- c. The Chair has no individual or autonomous authority to supervise or direct the

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 responsible for the keeping of the minutes and proceedings of all Board meetings.

1) Elect three Ex-Officio designees to the Laramie County Community College Faculty.

