



## Chapter One: Bylaws of the Governing Board

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BP 1240

### Delegation of Authority to Superintendent/President (League BP 2430)

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. The Superintendent/President shall forward trustee information requests to the Board chair for review and determination of whether to forward them to the president or discuss at the next scheduled board meeting as a group. Information provided to any trustee shall be available to all trustees.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

The Superintendent/President is delegated the authority and directed to maintain accurate and complete records required by state law, federal and state agencies or departments, or the Office of the County Superintendent of Schools, including the proper accounting of any and all funds that come under the control of the Governing Board and the proper accounting of student attendance.

The Superintendent/President is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Superintendent/President or such persons as the Superintendent/President may designate are delegated the power to enter into contracts for and on behalf of the District whenever the power



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to so contract is invested in the Board by the Education Code. Such contracts include, but are not limited to, purchase of supplies and equipment, personal service contracts, leases and rentals, banking agreements, vendor service agreements, and personnel matters when such contracts do not exceed the dollar or time limits established in the Education Code or other laws pertaining to the taking of competitive bids. The Superintendent/President or such persons as the Superintendent/President may designate are further delegated the power to amend the terms and conditions of any contractual arrangement provided the total expenditure of funds and period of the contract shall be valid or constitute an enforceable obligation against the District unless and until such contract has been approved and ratified by the Board. Said approval or ratification shall be evidenced by a motion of the Board duly passed and adopted. All transactions herein authorized involving expenditure by the District for the purchase of supplies, materials, apparatus, and equipment shall be reviewed by the Board every sixty (60) days.

The Superintendent/President is delegated the authority to accept written resignations from any employee of the District and to fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Superintendent/President.

*Legal Reference: Education Code Sections 70902(d) and 72400.*

Adopted: February 1, 1988

**Revised: December 5, 2011**