

**3358: 14-1-05 Organization of the board of trustees.**

- (A) Officers of the board of trustees shall be a chairperson a vice-chairperson and a second vice-chairperson who shall be members of the board of trustees. A secretary may be elected who is also a member of the board of trustees.
- (B) The chairperson, vice-chairperson and second vice chairperson shall be elected during the organizational meeting held in February for terms of one year. The secretary shall serve at the pleasure of the board of trustees.
- (C) The duties of the officers of the board of trustees are:
- (1) The duties of the chairperson of the Northwest state community college district board of trustees shall be to preside at all sessions of the board of trustees; to preserve order; to enforce rules; to sign all documents, bonds, notes, agreements, deeds, and leases ordered to be executed by the board of trustees except as may be delegated to the president by action of the board of trustees; and to appoint all standing committees and all special committees not otherwise provided for. In addition to the duties prescribed by law or by the rules of the board of trustees, the chairperson shall exercise such other powers as may be delegated to this office by the board of trustees.
  - (2) In cases of absence or disability of the chairperson of the board of trustees, the vic chairperson shall perform all duties of the chairperson until the chairperson resumes office or until such vacancy is filled. The second vice chairperson serves in the absence of the vice chairperson.
  - (3) The secretary of the board of trustees may be a member of the board of trustees or the president of the college or his/her designee. The secretary of the board of trustees shall perform the duties usually pertaining to this office and such other duties as are imposed by law or by action of the board of trustees. A non-member secretary may be compensated for services by action of the board of trustees.
- (D) The board of trustees may appoint consultants as follows:
- (1) The board of trustees may request the Ohio attorney general to appoint an attorney who will act as its counsel on legal matters by direction of the board of trustees.

- (2) The board of trustees will request the Ohio state auditor to secure auditors who will audit the financial records and status of the Northwest state community college in accordance with state code.
- (3) The board of trustees may appoint other consultants who will serve at the pleasure of the board of trustees to advise on specific matters pertinent to the planning, development, evaluation, or operation of the college.

(E) Committees of the board of trustees may be appointed in concurrence with the following:

- (1) The chairperson of the board shall appoint members of the board of trustees to appropriate committees of the board of trustees to consider matters to be acted upon by the board of trustees.
- (2) The committees of the board of trustees may be standing committees and special committees and shall be advisory only.
- (3) No member shall be appointed concurrently chairperson of more than one standing committee.
- (4) Standing and special committees of the board of trustees may include, as ex officio members, appropriate representation of employees and students as selected by a procedure approved by the board of trustees.
- (5) The law requires that standing and special committees give public notice of each meeting as well as prepare, file and maintain minutes of the proceedings.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

---

Certification

03/04/2015

---

Date

Promulgated Under: 111.15  
Statutory Authority: 3358  
Rule Amplifies: 3358