

**OFFICERS AND OFFICIALS:  
DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

SELECTION OF OFFICERS	<p>The members of the Board shall organize by selecting:</p> <ol style="list-style-type: none"><li>1. A president, who shall be a member of the Board.</li><li>2. A vice-president, who shall be a member of the Board.</li><li>3. A secretary, who shall be a member of the Board.</li><li>4. A recording secretary, who shall not be a member of the Board.</li><li>5. Such other officers and committees as the Board may deem necessary.</li></ol> <p><b>Education Code 11.061(c)</b></p>
ELECTION OF OFFICERS	<p>Each Board officer shall be elected or re-elected by majority vote of a quorum of the Board members at the last meeting of the calendar year and shall serve for a term of one (1) year unless for any reason he or she chooses not to complete or is prevented from completing the term.</p> <p>Any officer elected during the calendar year shall serve until the annual election of Board officers at the last meeting of that calendar year.</p>
REORGANIZATION	<p>In addition to the required elections, the Board may also organize at other times.</p> <p><b>Atty. Gen. Op. MW-531 (1982)</b></p>
VACANCY	<p>A vacancy among officers of the Board, other than the President, shall be filled by majority action of the Board. A vacancy in the Presidency shall be filled by the Vice-President, and a new Vice-President shall be elected.</p>
DUTIES / POWERS OF BOARD PRESIDENT	<p>The duties and powers of the President of the Board include, but are not limited to, the following:</p>
BUDGET PREPARATION	<ol style="list-style-type: none"><li>1. Ensure that the biennial budget and other budget documents required by law are prepared in a timely manner for presentation to the Legislature, or the Legislative Budget Board, as appropriate</li></ol>
BUDGET RECORDS AND REPORTS	<ol style="list-style-type: none"><li>2. Ensure that all budget documents and financial statements, forms and reports are submitted in a timely manner, as required by law.</li></ol>
ESTABLISH COMMITTEES	<ol style="list-style-type: none"><li>3. Propose committees of the Board, for Board approval; and nominate Board members to committees for Board approval.</li></ol>
MINERAL RIGHTS	<ol style="list-style-type: none"><li>4. Execute an oil and/or gas lease or sell, exchange, and convey the minerals, or any part thereof, in land belonging to the School upon terms the Trustees deem advisable and which the commissioner of the General Land Office approves. Chapter 34, subchapter H of Chapter 52 and Section 52.133 of the Natural Resources Code</li></ol>
DEEDS	<ol style="list-style-type: none"><li>5. Execute the deed for the sale of property, other than minerals, held in trust for free school purposes, subject to approval by the commissioner of the General Land Office. Chapter 34, Subchapter H of Chapter 52 and Section 52.133 of the Natural Resources Code</li></ol>
DUTIES OF THE VICE-PRESIDENT	<p>The Vice-President of the Board shall:</p> <ol style="list-style-type: none"><li>1. Act in the capacity and perform the duties of the President of the Board in</li></ol>

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the event of the absence or incapacity of the President or a vacancy in the position of President.

2. Assume for the remainder of a term, the position of President of the Board in the event that the President chooses not to complete and/or is prevented from completing his/her term.
3. Perform other duties as prescribed by the Board.

**DUTIES OF THE  
SECRETARY**

The Secretary of the Board shall:

1. Keep, or cause to be kept, an accurate record of the proceedings of each Board meeting.
2. In the absence of the President and Vice-President of the Board, call the Board meeting to order and preside over the meeting.
3. At the vacancy of both the President and Vice-President, serve as President Ad Interim until the election of a President and Vice-President at the next regular or special meeting.
4. Perform other duties as directed by the Board.

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