

Greater Albany SD 8J Board Policy

Code: **BCB**
Adopted: 2/14/94
Revised/Readopted: 3/12/01
Orig. Code(s): BP 1220

Board Officers

The officers of the Board will be a chairperson and vice chairperson elected at the first scheduled meeting after July 1. The terms shall be for one year, unless a change is made by Board action. However, no member of the Board may serve as chairperson more than two years in succession.

The Board chairperson will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chairperson;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chairperson to another Board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the chairperson, the vice chairperson shall have the duties and responsibilities of the chairperson.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chairperson. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

The Board may appoint one of its members, usually the chairperson, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)
[ORS 332.045](#)
[ORS 332.057](#)