

Central School District 13J

Code: **BCB**
Adopted: 5/07/07
Readopted: 1/03/11
Orig. Code(s): BCB

Board Officers

The Board shall meet no later than the next regular meeting following July 1 and prior to July 31 of a Board election year, and shall elect its officers for the school year and otherwise conduct such business as is necessary to start the year.

The Board shall elect a chair and/or vice-chair at the next regular meeting following July 1 and prior to July 31 of a Board election year or at such time as the existing chair may resign or vacate membership. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July .

The chair of the Board shall preside at all meetings of the Board and shall have a right to offer motions and amendments and to vote on motions placed before the Board for action. The chair shall sign on behalf of the Board such documents as may require an official signature. The chair shall represent the Board in deliberations with other boards, districts or agencies, unless another member of the Board is so designated. The chair shall appoint all committees, unless otherwise specified by the Board, call special meetings and perform all other duties as prescribed by law. In the absence of the chair, the vice-chair shall preside over the meeting and perform other duties as necessary.

The Board chair is responsible for the following:

1. Be consistent and demonstrate fairness and courtesy;
2. Assist the superintendent in establishing the agenda for regular Board meetings, be prepared for each Board meeting and advise audience of Board meeting procedures;
3. Be informed about local, state and regional education issues;
4. Make sure Board members understand their role as policy makers;
5. Establish good working relationship with superintendent, administrators and the Board;
6. Keep Board meetings on track using parliamentary procedures;
7. Be the spokesperson for the Board with the press, community and staff,
8. Provide for orientation of new Board members.

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 chair. 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.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting