

## **Individual Board Member's Authority and Responsibilities**

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

A Board member has the authority to act in the name of the Board when authorized by a specific Board action. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the President, gained through attendance at College activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### **1. Request for Information**

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Board chair and President. A copy of the material will be distributed to each member of the Board. Requests for the generation of reports or information which require additional expense must be submitted to the Board for consideration.

### **2. Requests for Legal Opinions**

A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If a legal opinion is requested only the Board chair or President may contact counsel on behalf of the Board. If the legal opinion sought involves the President's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

### **3. Action on Complaints or Requests Made to Board Members**

When Board members receive complaints or requests for action from staff, students or members of the public, the Board member(s) will inform the President and direct the staff, students, members of the public to the appropriate complaint policy Board members will not take action on complaints or requests

#### **4. Board Member's Relationship to Administration**

Individual Board members will be informed about the College's educational program, may visit classes or other facilities to gain information and may request information from the President. Board members will coordinate all visits to the College and information requests through the President's office. Board members will not intervene in the administration of the College.

#### **5. Contracts or Agreements**

Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

#### **Cross Reference(s):**

BHD - Expenses of Board Members