

Corbett School District 39

Code: **BCB**
Adopted: 6/18/87
Revised/Readopted: 10/16/97
Orig. Code(s): BCB

Board Officers

The Board chairman will:

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

Board or District Spokesman

The Board may appoint one of its members, usually the chairman, or another authorized 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 spokesman serves at the Board's direction and may be removed or replaced at any time by action of the entire Board.

Board Secretary

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 chairman.

These duties will include, but not be limited to, the following:

- Record the disposition of all matters on which the Board considered action;
- Prepare, check and distribute minutes in advance for approval at the next Board meeting;
- Maintain properly authenticated official copies of the minutes;

- Maintain the official record of policies of the Board;
- Maintain in the district office a current copy of Robert's Rules of Order Newly Revised.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)