

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

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's 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 have a responsibility to keep informed by reading appropriate materials provided by the superintendent. They are further encouraged to participate in professional school board activities. Members of the Board will adhere to the following procedures:

### **1. Requests for Information**

Any individual member of the Board who desires a copy of a written report or a survey prepared by any staff member will make such a request to the superintendent. A copy of such material will be sent to each member of the Board. Any request for a report or information that requires substantial time or expense to the district must be submitted by the superintendent to the Board for consideration and action.

### **2. Requests for Legal Opinions from the Attorney for the District**

Requests for legal opinions by a Board member must be approved by a majority vote of the Board. If the legal opinion sought involves the superintendent'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 members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Relationship to Administration

Individual Board members will become informed about the educational program of the district, may visit schools or other facilities to gain information required to become so informed and may request information from the superintendent but will not intervene in the administration of the district or its schools.

5. Contracts

All contracts of the district must be approved by the district school board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

---

**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 - Board Compensation and Expense