

Board Officers

The officers of the Board shall consist of a duly elected chair and vice chair.

The chair and the vice chair shall be elected annually at the organizational meeting. No member of the Board may serve as chair for more than two years in succession.

Duties of the Board Chair

The Board chair shall:

1. Assist the superintendent in the preparation of agenda;
2. Call special meetings when required, including executive sessions;
3. Preside at all meetings of the Board, enforcing parliamentary rules of order;
4. Sign minutes and other documents as required by law or as authorized by action of the Board;
5. Represent the district and the Board at official functions, unless the duty is delegated by the Board chair to another Board member;
6. Appoint committees and such special committees as are deemed necessary for specific purposes of the Board;
7. Have the right to discuss issues and vote.

Duties of the Vice Chair

In the absence of the Board chair, the vice chair shall perform the duties and have the obligations of the chair.

Duties of the 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 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 first Board meeting of the following month;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

Board or District Spokesperson

The Board may appoint one of its members, usually the chair, 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 Board

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting