

**Douglas Education
Service District**

Code: **BC/BCA**
Adopted: 2/21/08
Readopted: 8/21/14
Orig. Code(s): 1120

Board Organization/Board Organizational Meeting

1. At the first meeting in July of any year, the Board shall organize, review and adopt the Board's operational protocols, and elect its officers from within its own membership for the ensuing school year. Officers shall include chair and a vice chair. The chair and the vice chair shall serve for a period of one year or until their successors are elected or appointed, but not to exceed two consecutive years. The Board shall designate the superintendent as the district clerk.
 - a. The chair of the DESD Board of Directors shall preside at Board meetings and shall perform such other duties as may be prescribed by law or by action of the Board. The chair shall decide, at Board meetings, questions of order; shall have the right to entertain resolutions or motions, to discuss an issue or guideline before the body, to propose or second any motion, and to vote on any issue or motion; shall sign official DESD documents that require the signature of the chair.
 - b. The vice chair shall have the powers and duties of the Board chair when that person is absent or during a disability and such other powers and duties as the Board may from time to time determine.
 - c. The specific duties of the superintendent/clerk shall be to:
 - (1) Keep, or cause to be kept by a competent clerk, complete records of the action of Board meetings. The minutes of the Board shall be kept in an official minutes book and shall be a complete record of such minutes including resolutions and motions in full. Papers not a part of the formal motion may be omitted if they are referred to and identified by some method. Minutes and agendas will be retained permanently in written or electronic format.
 - (2) Send copies of the minutes of a meeting to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Minutes shall be signed by the clerk upon approval and transcribing and shall be retained permanently pursuant to Oregon Administrative Rules.
 - (3) Send out notices of meetings.
 - (4) Maintain DESD Board members' manuals of policies, rules and administrative regulations in current status.
 - (5) Advise the Board of policies previously adopted which affect items on the agenda requiring policy consideration.
 - (6) Serve as the official custodian of all funds of the DESD and be responsible for the safeguarding and accounting of all such funds.
 - (7) Cause to have issued a receipt for any monies coming to the DESD and deposit such monies in accordance with the laws governing the deposit of public funds.
 - (8) Issue all checks in payment of expenses lawfully incurred on behalf of DESD. The superintendent shall render a monthly statement showing the amount spent of the various

budget items during a month. A financial summary may be provided for any month as requested by the Board.

- (9) Prior to July 1 of each year the superintendent and the business manager shall give a bond for the faithful performance of their duties, said bond to be paid for by the Board.
2. The DESD superintendent is the Board's executive officer and as such directs the implementation of Board policies. The superintendent shall perform such duties as the Board may require, but in the absence of specific Board policy and advice of the Board, he/she shall assume any authority or perform any duty which any particular situation unforeseen may demand, subject to later action by the Board. The Board has primary responsibility for the DESD plans and procedures for the appraisal of ways in which these decisions are implemented and results obtained.
3. All Board meetings shall be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard for "due process" procedures. If both the chair and vice chair are unable to preside, the remaining Board members shall select a member to act pro tem in that capacity. Individual Board members have no authority to act or to speak for the Board unless they have been authorized by formal Board action. Any duty or concern imposed upon the Board must be performed at a regular, special or emergency meeting and all action must be a matter of record. Meetings shall be open to the public, and no decisions shall be reached in private except as provided by statute.
4. All communication to the Board relative to the business and operations of the DESD shall be channeled through the DESD superintendent.
5. Board member voting shall be by show of hands or voice at the discretion of the Board chair.

The vote of each member shall be recorded; 'unanimous' votes may be reported when appropriate.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 334.100](#)