

Eugene School District 4J

Code: **BCB**
Adopted: 7/02/73
Revised/Readopted: 9/17/97; 11/02/83; 12/11/02;
8/02/17
Orig. Code(s): 1400; 1410; 1420

Officers of the Board

Election, Term and Duties

As provided in ORS 332.040, no later than the next regular meeting following July 1, the Board shall meet and organize by electing a chair and vice chair from its members.

Duties of the Chair

He or she shall work with the superintendent to establish the agenda for regular Board meetings, preside at meetings, represent the Board and the district at official functions, and shall appoint all committees, unless otherwise ordered by the Board.

The chair (and the clerk) shall execute in the name of the Board and on its behalf all legal documents authorized by the Board including, but not limited to, signing the minutes, conveyances, releases, reports, contracts and statements, except as provided by the Board or by law.

The chair has the same responsibility to participate in discussing issues and voting on motions as other members of the Board. If the chair desires to make a motion, the vice-chair will assume the chair while the motion is made and during the subsequent discussion and the vote on the motion. If the vice-chair is absent, the chair may make a pro tem appointment of a Board member to serve as acting chair for this purpose.

No member shall serve as chair for more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

Duties of the Vice Chair

The vice chair shall perform the duties of the chair whenever the chair is absent or unable to perform the duties of his or her office.

The vice chair shall perform other functions as designated by the Board or the chair.

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 next Board meeting;

3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies;
5. Properly post all Board meetings.

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 a majority 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\(9\)](#)