

Glendale School District 77

Code: **BCB**
Adopted: 1/9/02
Readopted: 10/14/11
Orig. Code(s): BCB

Board Officers

The officers of the Board shall be chair, vice chair, superintendent/clerk and deputy clerk. At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair 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.

Term of Office

Officers are elected annually and serve for one year.

Duties of the Chair and Vice Chair

The chair shall preside at all meetings and shall have the usual powers of a presiding officer. They shall appoint all committees whose appointment is not otherwise provided for, certify the minutes of the meetings as approved by the Board, sign contracts with licensed personnel, and fulfill all other obligations of their office as provided by law.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The administrative secretary will serve as Board secretary. The secretary to the Board will take notes at Board meetings so that minutes can be compiled and will 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.

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 position of the district should be articulated by a single voice. The spokesperson serves at the direction of the Board and may be removed or replaced at any time by action of the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting