

Harney Education Service District

Code: **BCB**
Adopted: 12/11/02
Readopted: 12/12/12
Orig. Code(s): BCB

Board Officers

Officers of the Board shall consist of a chair, vice chair, secretary and budget officer.

1. Term-of-Office

The term of officers of the Board shall be one year and not more than four consecutive years or until a successor is elected and qualified. No member shall service as chair for more than two consecutive years.

2. Election

Officers of the Board are to be elected at the first meeting of the new fiscal year.

3. Duties of the Chair

It shall be the duty of the chair to preside at all meetings. He/She shall see that the meeting progresses orderly and with dispatch. He/She shall sign the minutes, and, as an officer of the Board, shall sign all forms and documents as may be approved or directed by the Board.

4. Duties of the Vice Chair

The vice chair shall serve in place of the chair when the chair is absent or when the chair desires to make a motion or discuss a motion.

5. Duties of the Secretary-Deputy Clerk

The secretary shall record the minutes of all meetings: ESD Board and budget committee. The deputy clerk is authorized to assume such responsibilities of the ESD clerk as may be assigned by the individual filling that position. The deputy clerk will be covered by a surety bond in the amount of \$100,000.

6. Board or ESD 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 ESD's position should be articulated by a single voice. The spokesman 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 334.100](#)

[ORS 334.225](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting