

Jackson County School District 9

Code: **BCB**
Adopted: 11/15/84
Revised/Readopted: 11/14/01, 12/12/07
Orig. Code(s): 1151, 1152, 1153

Board of Education Officers

Board Chairman

The Board Chairman will be elected at the annual July organizational business meeting. The Chairman will be elected from within the Board of Education and serve for a term of one year. The Chairman may service a maximum of four consecutive terms in the same office. If for any reason the office of Chairman shall become a vacant, the sitting Vice Chairman will assume the office of Chairman and serve the remainder of the term. If there is no sitting Vice Chairman, the Board will elect one of its members to serve as Chairman. Duties of the Board Chairman shall include:

1. Being the main point of communication between the Superintendent and Board of Education. The Board Chairman will confer with the Superintendent on matters of Board operations, policies and related items.
2. Set the agendas for all meetings of the Board of Education. The Superintendent, Board Vice Chairman and selected designees will assist the Board Chairman in the setting of meeting agendas and review of district operations.
3. Call emergency and special meetings of the Board when needed.
4. Presides over all Board meetings and ensure the effective running of all meetings.
5. Sign all documents requiring the signature of the Board Chairman on behalf of an official Board of Education action.
6. Serve as the official representative of the Board of Education and the school district at official functions and when needed.
7. Create committees and appoint members to those committees with Board approval.
8. Have the right to make motions, discuss and vote at all Board meetings.

Board Vice Chairman

The Board Vice Chairman will be elected at the annual July organizational business meeting. The Vice Chairman will be elected from within the Board of Education and serve a term of one year. The Vice Chairman may serve a maximum of four consecutive terms in the same office. The Vice Chairman will assume the office of Board Chairman if that position becomes vacant and serve the remainder of the term.

The Vice Chairman will also perform any other duties as delegated by the Board of Education and/or the Board Chairman.

Chief Executive Officer

The Superintendent of Jackson County School District 9 shall serve as the chief executive officer for the Board of Education and the school district. In addition to the job description laid out for the Superintendent in District Policy CBA, and will hire, supervise and evaluate the Board Secretary.

Board Secretary

The Board Secretary shall compile, administer and keep all record for the Board of Education. In addition, the Board Secretary will also carry out all jobs assigned by the Superintendent or delegated by the Board chairman. Duties for the Board Secretary will include, but not limited to:

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 District Policies.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)
[ORS 332.045](#)
[ORS 332.057](#)