

# La Grande School District 1

Code: **BCB**  
Adopted: 11/20/02  
Readopted: 2/14/07; 4/30/08  
Orig. Code(s): BCB

## Board Officers

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.

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at its official functions, unless this duty is delegated by the chair of the Board to another Board member;
6. The chair of the Board shall appoint committees of the Board with the consent of the Board. These committees shall cease to exist when they have filed their report or have been discharged;
7. Have the right to discuss issues and may vote on any issue.

The chair and/or 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, conveyances, releases, reports, contracts, statements and bonds except as may otherwise be provided by the Board or 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 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, check 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 chair will be official spokesperson for the Board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)