

Lake County School District 7

Code: **BCB**
Adopted: 11/28/05
Readopted: 10/25/10
Orig. Code(s): BCB

Board Officers

The Board shall meet within 30 days to swear in and seat a newly appointed Board member. The first meeting after July 1 will be the organizational meeting to elect a chair and vice chair, each of whom shall serve the term of one year or until a successor is elected. No member of the Board shall serve as chair for more than four years in succession. Board officer duties will include, but not be limited to, the following:

Chair Duties

Except as otherwise provided by law or by order of the Board, the chair shall:

1. Preside at all meetings and assist the superintendent in establishing the agenda for regular board meetings;
2. Limit discussion to matters under consideration on motions before the Board;
3. Appoint a chair and members of any committees with advice and consent of the Board;
4. Execute all documents on behalf of the Board;
5. Exercise all other powers and perform all other duties ordinarily pertaining to the office of the chair;
6. Vote upon all question before the Board and shall have the power and right to take part in the debate on any questions under consideration;
7. May make motions to be considered by the Board.

Vice Chair

The vice chair shall serve in the absence of the chair and in the performance of this service shall exercise all powers and bear all responsibilities of the chair. If the vice chair is also absent, the Board member present with the longest time in service shall preside.

Board Secretary

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

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 the entire Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)