

## **Board Officers**

The Board shall elect a chair and a vice chair at its first regular meeting in July or at such time as the existing chair may resign or vacate his/her membership. 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.

### **Chair**

The Board chair shall:

1. Preside at all meetings of the Board and enforce the rules of order;
2. Have a vote on motions placed before the Board for action;
3. Sign on behalf of the Board such documents as may require an official signature;
4. Represent the Board and the district at official functions unless another member of the Board is so designated;
5. Appoint all committees, unless otherwise specified by the Board;
6. Call special meetings and perform all other duties as prescribed by law;
7. Work with the superintendent to establish the agenda for regular Board meetings;
8. Be the district spokesperson unless the Board appoints another Board member or the superintendent.

### **Vice Chair**

The vice chair shall perform all duties of the chair when acting in that capacity. 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.

### **Clerk**

The clerk of the district shall be the superintendent. The clerk shall keep an accurate record of all Board business, sign all papers that require signature of the Board, and act as the Board's representative in financial and legal matters.

## 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. In the absence of the designated secretary, the Board may name anyone present to serve as secretary for that meeting. 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;
5. Properly post all Board meetings.

END OF POLICY

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### Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

### Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting