

**Lake Oswego  
School District 7J**

Code: **BCB**  
Adopted: 11/16/98, 1/03/83  
Readopted: 6/08/09  
Orig. Code(s): 1113, 1220, 1512

**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.

**Duties of the Chair**

1. The chair will communicate the superintendent in establishing the agenda for regular Board meetings.
2. The chair will call special meetings when required.
3. The chair shall preside at all meetings of the Board, and enforce the rules of order.
4. The chair shall represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member.
5. The chair shall sign, with the superintendent, the minutes and other official documents which require the signature of the chair.
6. The chair shall have the right, as do other members of the Board, to offer motions and discuss questions and may vote on any issue unless choosing to abstain.

**Duties of the Vice-Chair**

In the absence incapacitation or death of the chair, the vice-chair shall perform the duties of the chair and when so acting, shall have all the powers of the chair.

**Duties of the Executive Secretary to the Board**

The superintendent shall designate a staff member to serve as executive secretary to the Board and will directly supervise and evaluate that secretary. The executive secretary to the Board shall take notes at Board meetings so that minutes can be compiled and perform such other related work as assigned by the superintendent or requested by the chair of the Board. These duties shall 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 minutes.
4. Maintain the official record of policies of the Board.
5. Facilitates on going communication with Board members.
6. Prepare/coordinate materials for Board meetings.
7. Prepare Board calendar.
8. Facilitate/oversee Board correspondence.
9. Record and prepare negotiation minutes.

END OF POLICY

---

**Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)