

# Multnomah Education Service District

Code: **BCB**  
Adopted: 9/20/94  
Revised/Readopted: 9/20/05; 9/16/08; 9/21/10

## Board Officers

At its first scheduled meeting after June 30, the Board shall 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 two years in succession. If a Board member is unable to continue to serve as an officer, a replacement shall be elected immediately. The replacement officer shall serve the remainder of the officer's term until the following July.

### Board Chair

The Board Chair shall:

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 official documents that require the signature of the Chair.
5. Represent MESD and the Board at official functions, unless this duty is delegated by the Chair of the Board to another Board member;
6. Appoint all committees and shall be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and may vote on any issue.

### Vice Chair

In the absence, incapacitation or death of the Chair, the Vice Chair shall perform the duties of Chair and, when so acting, shall have the Chair's powers. The Vice Chair shall perform other functions as designated by the Board.

### Board Secretary

The Superintendent shall designate a staff member to serve as Board Secretary and shall directly supervise and evaluate the Board Secretary. The secretary to the Board shall take notes at Board meetings, compile minutes and perform related work as assigned by the Superintendent or requested by the Board Chair. These duties shall include, but not be limited to, the following:

1. Post public notice of all Board meetings and Board Committee meetings pursuant to legal requirements;
2. Record the disposition of all matters on which the Board considered action;

3. Record and maintain the numerical log of all Resolutions and Board Motions acted upon by the Board;
4. Prepare and distribute minutes in advance for approval at the next Board meeting;
5. Maintain properly authenticated official copies of the minutes;
6. Prepare and maintain all documentation of changes to MESD Board Policies for Board consideration, provide approved changes to OSBA for posting to the web server, and maintain a master listing and copy of MESD policies.

### **Board 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, MESD'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 192.640-670](#)

[ORS 225.335](#)

[ORS 334.100](#)

[ORS 334.225](#)

[OAR 581-024-0206](#)

[OAR 581-024-0262](#)

#### **MESD Policy Cross Reference(s):**

BB - Board Legal Status

BBA -Board Powers and Duties

BBAA - Individual Board Member's Authority and Responsibilities

BBB - Board Elections

BBC - Board Member Resignation

BCB - Board Officer

BCE - Board Committees

BCF - Advisory Committees to the Board

BD/BDA - Board Meetings/Regular Board Meetings

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

BDD - Board Meeting Procedures

BDDDB/BDDC - Board Meeting Agenda

BDDG/BDDK - Minutes of Board Meetings

BDE - Public Hearings