

Multnomah Education Service District

Code: **CA/CAA-AR**

Adopted: 2/4/81; 1/02/81; 7/01/82

Amended: 10/12/94; 10/10/05; 8/27/07;
10/29/10

Reviewed:

Cabinet Authority

Each Cabinet member is delegated authority as necessary to operate programs/services for which he/she is responsible subject to the limitations specified in the job description.

Temporary Cabinet Authority

Each Cabinet member is authorized to determine a plan, applicable to the organizational component for which the member is responsible, for delegating responsibilities during the absence of that Cabinet member.

The plan for delegating responsibilities during absences of the Cabinet member shall be developed by the Cabinet member and reviewed with the Superintendent and/or Chief Program Officer prior to the absence.

The plan shall be shared with Cabinet members and other employees as deemed necessary by the Cabinet member and Superintendent.

Any question regarding an expenditure or procedure shall be referred to other appropriate Cabinet members.

Administrative Regulation (AR) Authority

An Administrative Regulation (AR) shall be established and made operational through the following process:

1. The Superintendent and/or Cabinet member shall develop the proposed (AR);
2. The Cabinet member initiating the proposed AR shall present the written proposal for inclusion on a Cabinet agenda unless an emergency requires immediate implementation. In such a case, it shall be implemented and reviewed by the Cabinet at the next Cabinet meeting;
3. A decision for approval/disapproval shall be made by the Superintendent and Cabinet;
4. The approved AR will be made available to staff on the MESD intranet.

Cabinet Meetings, Agendas and Procedures

In order to promote voluntary expression and opinions related to the operation of MESD programs and services, the confidentiality of such statements and opinions during meetings of the Cabinet shall be maintained to the extent allowed by law.

The minutes of Cabinet meetings may be subject to disclosure, consistent with requirements of Oregon's public records laws.