

**Neah-Kah-Nie
School District 56**

Code: **BCB**
Adopted: 11/21/01
Readopted: 11/12/07
Orig. Code(s): BCB

Board Officers

Board Officers

Board officers shall consist of the chair, the vice chair, the superintendent and the Board secretary who also serves as the deputy clerk. 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.

Term of Office

Board officers shall be elected to serve for a period of one year, and in accordance with ORS 332.040, "No member shall serve as chair for more than four years in succession."

Election

Board officers shall be elected at an organizational meeting after July 1.

Duties of the Chair

The chair will:

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 the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint all committees [and will be an ex-officio member of all such committees] unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

Duties of the Vice Chair

The Board vice chair shall preside officially in the absence of the chair.

The vice chair may represent the district at public functions in the absence of the chair.

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 spokesman serves at the Board's direction and may be removed or replaced at any time by action of the Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)
[ORS 332.045](#)
[ORS 332.057](#)