

Newberg School District 29J

Code: **BCB**
Adopted: 9/24/07
Orig. Code(s): 1300

Board Officers

Board Chair/Vice Chair

The officers of the Board shall consist of a chair and a vice chair. At its first scheduled meeting after July 1, the Board will elect by majority vote one of its members to serve as chair and one to serve as vice chair. They shall hold office for one year or until removed by a majority vote of the Board or until successors have been qualified and elected. 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.

The chair of the Board shall preside at all meetings of the Board, shall enforce the usual parliamentary rules, shall appoint standing committees and such special committees as are deemed necessary for specific purposes by the Board. The chair shall sign all other papers and documents as required by law or as authorized by action of the Board. The chair shall be an ex-officio member of all committees authorized by the Board and appointed by said chair. The chair shall, with the superintendent, establish Board meeting agendas.

The Board 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 serve as ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

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.

Board 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. 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 Clerk

The Board shall designate the superintendent as the clerk. The clerk shall perform or cause to be performed all duties required of clerks by Oregon law, including, but not limited to, the following:

1. Give notice, as provided by law, of all meetings of the Board and attend all meetings of the Board or, when requested, committees of the Board;
2. Audit all bills, payrolls and claims against the district and approve those that have been properly authorized and for the payment of which funds are available;
3. Maintain such accounts and accounting procedures as are necessary to prepare the reports on expenditures, revenues and the financial affairs of the district as are required by law and the Board;
4. Issue checks in payment of all bills allowed by the Board;
5. Be the custodian of all district funds and securities and deposit such funds and securities in banks designated by the Board;
6. Maintain records covering the full financial history of all school properties, together with appraisals and estimates of present values;
7. Execute all business contracts for the district;
8. Be responsible for advertising for bids in connection with the purchase or sale of goods or properties and the letting of contracts;
9. Attend all meetings of the Board, except when the clerk's own election, tenure, efficiency or salary is being considered, and may attend all committee meetings;
10. Serve as secretary of the Board and keep full and accurate records of the proceedings of the Board. Records of all transactions shall be set forth in full in the minutes book, which shall be kept on file as

the permanent official record of school legislation in the district and shall be open to the inspection of the public;

11. Be responsible for the records, documents, and papers of the district;
12. Make the annual report to the ESD superintendent as required by law and file with that officer within five days after each annual Board meeting, a list of the officers of the district;
13. Have custody of the seal of the district and affix it to such documents as the Board or law shall require;
14. Conduct all school elections as required by law;
15. Present to the Board at each meeting all communications, petitions and documents left with the clerk or directed to the clerk for that purpose;
16. Prepare the monthly data regarding absence deductions for all payrolls for all employees and prepare the monthly payroll information for substitute employees.

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 spokesperson 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](#)