

Oregon City School District

Code: **BCB**
Adopted: 1/01
Readopted: 11/05/07
Orig. Code(s): 1240

Board Officers

At its first scheduled meeting in July, 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 for 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.

Duties of the Chair

The Board chair shall:

1. Assist the superintendent in establishing the agenda for the regular meetings of the Board.
2. Call special meetings when required.
3. Preside at all meetings of the Board, and enforce the rules of order.
4. Sign, with the superintendent, 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 chair or the Board to another member of the Board.
6. Appoint all committees unless otherwise ordered by the Board.
7. Have the right, as do other members of the Board, to offer motions and to discuss issues and shall vote on any issue unless wishing to abstain.

Duties of the Vice-chair

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. The vice-chair shall perform such other functions as designated by the Board.

Duties of the 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 regularly scheduled 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 or another person to make authorized statements to the public or the media when the Board deems that under the circumstances the position of the district should be articulated by a single voice. The spokesperson serves at the direction of the Board and may be removed or replaced at any time by action of the whole Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)