

# Paisley School District 11

Code: **BCB**  
Adopted: 2/16/05  
Orig. Code(s): BCB

## **Board Officers**

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chairman and one to serve as vice chairman. No member of the Board may serve as chairman more than four years in succession. 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 Board chairman 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 chairman;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chairman or the Board to another Board member;
6. Appoint all committees unless otherwise ordered by the Board. No individual member nor group shall be designated as a permanent committee to perform any of the Board's function. All meetings of special committees will be publicly announced and the public will be permitted to attend.

However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law;

7. Have the right to discuss issues and may vote on any issue.

### **Board Vice Chairman**

In the absence, incapacitation or death of the chairman, the vice chairman will perform the duties of the chairman and, when so acting, will have the chairman's powers. The vice chairman 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 chairman. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considers action;
2. Prepare, check 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 chairman, 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

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#### **Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)