

# Pendleton School District 16R

Code: **BCB**  
Adopted: 01/10/89  
Readopted: 3/08/10  
Orig. Code(s): BBB

## Board Officers

In the event no incumbent chair or assistant chair remains on the Board, or neither is able to continue to serve as an officer, a temporary chair will be selected to conduct the election.

### 1. Board Chair

The Board chair will:

- a. With the assistance of the superintendent, establish the agenda for regular meetings of the Board;
- b. Call special meetings when required;
- c. Preside at all meetings of the Board, and enforce the rules of order;
- d. Act as temporary chair of the annual budget committee meeting;
- e. Sign the minutes and other official documents that require the signature of the chair;
- f. 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;
- g. Appoint all committees unless otherwise ordered by the Board and will be an ex-officio member of all such committees;
- h. Have the right to discuss issues, make motions, and vote on any issue unless wishing to abstain.

### 2. The vice chair will:

- a. Assign ad-hoc committee membership;
- b. Assign standing Board committee membership;
- c. Monitor committee progress and arrange for reports back to the Board;
- d. Serve as organizer and facilitator for the annual Board goal setting workshop;
- e. In the absence of the Board chair, will assume all duties and responsibilities of the chair;
- f. Will perform such other functions as designated by the Board.

### 3. Board Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate that secretary. The secretary to the Board will take notes at Board meetings so that minutes can be compiled and will perform such other related work as assigned by the superintendent or requested by the chair of the Board. These duties will include, but not be limited to, the following:

- a. Record the disposition of all matters on which the Board considered action;
- b. Prepare, check and distribute minutes in advance for approval at the next Board meeting;
- c. Maintain properly authenticated official copies of the minutes;
- d. Maintain the official record of policies of the Board.

### 4. 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

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

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