



Code: **BC/BCA**  
Adopted: 1/4/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BC/BCA

## **Board Organization/Board Organizational Meeting**

No later than the next regular meeting following July 1, and in no circumstance earlier than July 1, the board will organize itself for the year. In a board election year, the board organizational meeting will be held no later than July 31.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Designate one or more banks which meet district, state and federal guidelines as official depositories for district funds;
5. Authorize the superintendent and/or director of business to sign district checks. The board may authorize the use of facsimile signatures by those persons authorized to sign district checks;
6. Other organizational actions prescribed by law or by board practice such as selection of an insurance agent-of-record and reimbursement schedules;
7. Review the *Board Operating Agreement*.

The incumbent board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the board, or neither is able to continue to serve as an officer, the board member with the most seniority will serve as the temporary chair.

END OF POLICY

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

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

### **Cross Reference(s):**

BCB - Officers of the Board and Duties