

# Riverdale School District 51J

Code: **BCB**  
Adopted: 7/20/98  
Readopted: 4/10/06  
Orig. Code(s): BC/GCA

## Board Officers

The officers of the Board shall consist of a chair and a vice chair. The term of office for the chair and vice chair shall be for 12 months--from July 1 through June 30. At the last regular meeting in June each year, the Board shall elect one of its members as chair-elect and one as vice chair-elect. At the first meeting after July 1 of each year, the Board shall ratify the election conducted in June. No member may serve as chair for more than four years in succession.

Any member who cannot attend the regular election may submit his/her vote in a signed letter to the chair prior to the election meeting. If no member is elected, the members shall conduct another election at the next regular meeting. Members-elect shall vote for the chairman-elect and vice chairman-elect. Retiring members shall not vote.

### **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 chair or the Board to another Board member;
6. Appoint all committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and may vote on any issue.

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.

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, 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.

END OF POLICY

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**Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)