

# Rogue River School District 35

Code: **BCB**  
Adopted: 9/05/89  
Readopted: 2/11; 8/15/17  
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 chair and one to serve as vice chair. A Board member may not serve more than four years in succession as chair. 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 chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meeting 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 Board chair to another Board member;
6. Appoint all committee unless otherwise ordered by the Board and will be an exofficio member of all such committees;
7. Have the right to discuss issues and vote.

In the absence, incapacitation, death or resignation 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 such 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 that secretary. In absence of the designated Board secretary, the Board may name anyone present to serve as secretary for that meeting. The secretary to the Board will take notes at Board meetings, compile minutes and will 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;
5. Properly post all Board meetings.

### **Board or District Spokesperson**

The Board may appoint one of its members, usually the chair, 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 any time by action of the entire Board.

1. The bBoard spokesperson serves at the will of the board to speak to the press and public on those issues on which the bBoard as a whole has taken a clear position.
2. Topics that the bBoard has not taken up, or is still considering, will only be stated as not yet considered or still under consideration by the bBoard.
3. The spokesperson may confer with the superintendent for assistance in clarifying positions or wording, and in extreme or unusual circumstances may request a special meeting of the bBoard for clarification.
4. The purpose of the bBoard spokesperson is to respond to the press and public in a timely and transparent fashion, fairly representing the board position in a responsible manner and following district policies.

END OF POLICY

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

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

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

BC/BCA - Board Organization/Board Organizational Meeting