

Scappoose School District 1J

Code: **BCB**
Adopted: 10/11/94
Orig. Code(s): 1120; 1160.2-4

Board Officers

At its first scheduled meeting in July, 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 two 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 of the Board to another Board member;
6. Appoint all committees and may be an ex-officio member of all such 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 chairman, the vice chairman will perform the duties of chairman and, when so acting, will have the chairman's powers. The vice chairman 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 chairman.

These duties will include, but not be limited to, the following:

1. Attend all regular monthly Board meetings and act as recording secretary for the Board;
2. Attend any special meetings when instructed to do so by the Board;
3. Record all the proceedings of the district and Board meetings in a book provided for that purpose;

4. Prepare the minutes of the previous meeting and mail or deliver them to the members of the Board at least 48 hours before the time of the next regular meeting. The minutes of the previous meeting(s) shall be approved by the Board as the first act of the regular meeting. After the minutes have been approved and copied in the official minutes book, they shall be signed by the chairman and clerk;
5. The official minutes shall be bound and kept in the office of the clerk. The minutes shall record those who make motions, second them and the result. Every Board member's vote shall be recorded; however, if the voting is unanimous it may be so noted in the minutes;
6. When instructed by the chairman or the request of at least three Board members, give each Board member at least 24 hours notice before a special Board meeting;
7. Acknowledge all communications to the Board and notify the senders of the disposition of the same.

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 entire Board.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting