

Silver Falls School District 4J

Code: **BCB**
Adopted: 9/08/97
Readopted: 3/13/17
Orig. Code(s): BCB

Board Officers

At its first scheduled meeting in July, the Board will elect one of its members to serve as Board chair and one to serve as vice chair. No member of the Board may serve as chair more than four 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 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 Board chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chairman to another Board member;
6. Appoint all committees unless otherwise ordered by the Board and will be an ex-officio member of all such committees;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the Board chair, the vice chair will perform the duties of chair and, when so acting, will have the powers of the chair. 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 the 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 are not 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 official copies of all Board minutes, including executive sessions;
4. Maintain the official record of Board policies.

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 at any time by action of a majority of the Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

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