

Sheridan School District 48J

Code: **BCB**
Adopted: 6/17/09
Revised/Readopted: 12/14/11; 3/15/17
Orig. Code(s): BCB

Board Officers

At the first regular meeting in July, and no later than July 31 during school board election year, the members of the Board shall organize and elect a chair and vice chair from among its own members. No individual member shall serve as chair for more than four years in succession. Vacancies in these offices during the terms of office shall be filled by the Board at its discretion.

Duties of the Board Chair

1. The chair of the Board shall preside at all Board meetings, decide question of order, shall perform all duties imposed by the statutes and shall perform such other duties as may be prescribed by law or by action of the Board.
2. The chair shall assist the superintendent in establishing the agenda for regular meetings of the Board.
3. The chair shall appoint or provide for the election of all committees of the Board and shall be ex-officio member of all such committees.
4. The chair shall call special meetings of the Board.
5. The chair shall have the right to discuss issues and vote on any issue.
6. The chair shall sign official district documents that require the signature of this office.

Duties of the Vice Chair

The vice chair shall serve in the absence of the chair and in the performance of this office he shall exercise all powers and bear all of the responsibilities of the chair.

Duties of the Board Secretary

The superintendent will designate a staff member to serve as board secretary and will directly supervise and evaluate that secretary. In the absence of the designated 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 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 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 policies of the Board.

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 position of the district should be articulated by a single voice. The spokesperson serves at the direction of the Board and may be removed or replaced at any time by a majority of the whole Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

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