

## **Individual Board Member's Authority and Responsibilities**

An individual Board member exercises the authority and responsibility of his or her position only when the Board is in legal session.

No member of the Board has the authority to act in the name of the Board unless so authorized by specific motion of the Board. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his or hers.

Members will inform themselves with information requested through Board action, information supplied by the superintendent, and information gained by participating in Board professional activities.

Members of the Board will adhere to the following procedures in carrying out the responsibilities of Board membership:

1. Request for Information

Any individual member of the Board who desires a written report or a survey prepared by the administrative staff will make such a request to the superintendent. A copy of such material will be sent to each member of the Board. Requests for reports or information which require additional expense to the district must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. Copies of the opinion will be distributed to all Board members. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests from staff, students, or members of the public, such information is to be conveyed to the superintendent for action.

4. Board Members' Relationship to Administration

Individual Board members will become informed about the educational program of the district, may visit schools or other facilities to gain information required to become so informed, and may request information from the superintendent, but will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admission to District Events