

Warrenton Hammond School District 30

Code: **BCB**
Adopted: 4/11/94
Revised/Readopted: 09/14/10; 2/11/14
Orig. Code(s): BCB

Board Officers

At its reorganization meeting, after July 1 and no later than July 31 in school board election years, the Board will elect one of its members to serve as 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. Work with the superintendent in establishing the agenda for regular meetings of the Board;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules or 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 chair or the Board to another member of the Board;
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 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. In the absence of the designated secretary, the superintendent or 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, making such records available to the administrative secretary who will:
 - a. Record the disposition of all matters on which the Board considered action;

- b. Prepare and distribute minutes in advance for approval at the next Board meeting.
- c. Maintain properly authenticated official copies of the minutes.
- d. Maintain the official record of policies of the Board.

Board of 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 Board should be articulated by a single voice. The spokesperson serves at the discretion of the Board and may be removed or replaced at any time by action of the whole Board. The superintendent serves as the spokesperson of the district.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)