

**Winston-Dillard
School District 116**

Code: **BCB**
Adopted: 7/10/02
Readopted: 3/16/11
Orig. Code(s): BCB

Board Officers

At its first scheduled meeting in July, the Board shall 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 shall be elected immediately. The replacement officer shall serve the remainder of the officer's term until the following July.

The Board chair shall:

1. Assist 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 of order;
4. Sign the minutes, contract documents, Board resolutions, 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 shall be an ex-officio member of all such committees;
7. Have the right to discuss issues and vote on any issue.

In the absence, incapacitation or death of the chair, the vice chair shall perform the duties of chair and, when so acting, shall have the powers of the chair. The vice chair shall perform such other functions as designated by the Board.

The superintendent shall designate a staff member to serve as board secretary and shall directly supervise and evaluate that secretary. The secretary to the Board shall take notes at Board meetings so that minutes can be compiled and shall perform such other related work as assigned by the superintendent or requested by the Board chair. These duties shall 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 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 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