

Beaverton School District 48J

Code: **BCB**
Adopted: 3/10/97
Readopted: 4/24/17
Orig. Code(s): BCB

Board Officers

The officers of the Board shall consist of a Board chair and a vice chair. The term of office for the Board chair and the vice chair shall be for 12 months, from July 1 through June 30. The Board will elect one of its members to serve as Board chair and one to serve as vice chair. The Board recognizes that State statute allows a member to be elected for up to four successive one-year terms. In the event the current Board chair and vice chair leave the Board, the most senior Board member will provide leadership until the elected Board elects new officers.

Duties of the Board Chair

1. The Board chair shall preside at all meetings.
2. The Board chair, in consultation with the superintendent, shall establish the meeting agendas.
3. The Board chair shall vote on all issues unless they declare an actual conflict of interest.
4. The Board chair shall preside at the first annual budget committee meeting and until the budget committee has elected a chair from among its members.
5. The Board chair is responsible for maintaining order during board meetings.
6. Sign the minutes and other official documents that require the signature of the chair.
7. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member.
8. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board.

Duties of the Vice Chair

If the Board chair is unavailable, or at the request of the Board chair, the vice chair shall perform the duties of the chair.

Designation and Duties of the Secretary

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

compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. 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 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 Board policies;
5. Properly post all Board meetings.

Board 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'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. The Board may take action to identify a different spokesperson, other than the Board chair, for specific topics or issues.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

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