



Code: BHD-AR
Adopted:
Orig. Code(s): BHD

Board Member Compensation Procedures

In accordance with Board Policy BHD - Board Member Compensation and Expense Reimbursement, the following procedures shall govern administration of Board member stipends.

1. Eligible Meetings

For the purposes of stipend administration, required meetings shall include regular meetings of the Board and Board Work Sessions.

Emergency meetings and meetings conducted solely in executive session shall not be included in stipend calculations.

Participation in District events, conferences, trainings, committee meetings, and community engagement activities shall not be included in stipend calculations, but may be eligible for reimbursement in accordance with Board Policy and District procedure.

2. Attendance and Proration

The monthly stipend amount established by Board resolution shall be divided equally among all required meetings scheduled during the month.

Board members shall receive a prorated share of the monthly stipend for each required meeting attended.

Attendance may occur in person, or through any method authorized by Board policy and Oregon law.

3. Partial Month Service

A Board member who begins or ends service during a month shall be eligible only for the prorated stipend associated with required meetings occurring during the member's period of service.

Eligibility shall begin on the date service is officially recognized by Board action, and shall end upon conclusion of service.

4. Board Member Transitions

When a Board position changes due to election, appointment, resignation, removal, or vacancy, stipend eligibility shall be limited to the period of service of each individual Board member.

No stipend shall be paid more than once for the same meeting.

A Board member removed from office due to non-attendance in accordance with applicable law and Board procedures shall forfeit any unpaid prorated stipend amounts associated with meetings not attended prior to removal.

5. Opt-Out of Stipend

A Board member may decline receipt of a stipend by providing written notice to the Business Office.

6. Payment Procedures

Stipends shall be processed monthly, through the Business Office in accordance with District accounting and payroll procedures.

Board members are responsible for any tax obligations associated with stipend payments.

The Business Office may establish forms and procedures necessary to administer this regulation.

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