

**MULTNOMAH
EDUCATION SERVICE DISTRICT**

Code: BCB

Adopted: 9/20/94

Amended: 9/20/05; 9/16/08;
9/21/10

Reviewed:

BOARD OFFICERS

At its first scheduled meeting after June 30, 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 two 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.

Board Chair

The Board Chair shall:

- Assist the Superintendent in establishing the agenda for regular Board meetings;
- Call special meetings when required;
- Preside at all meetings of the Board and enforce the rules of order;
- Sign official documents that require the signature of the Chair.
- Represent MESD and the Board at official functions, unless this duty is delegated by the Chair of the Board to another Board member;
- Appoint all committees and shall be an ex-officio member of all such committees unless otherwise ordered by the Board;
- Have the right to discuss issues and may vote on any issue.

Vice Chair

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 Chair's powers. The Vice Chair shall perform other functions as designated by the Board.

Board Secretary

The Superintendent shall designate a staff member to serve as Board Secretary and shall directly supervise and evaluate the Board Secretary. The secretary to the Board shall take notes at Board meetings, compile minutes and perform related work as assigned by the Superintendent or requested by the Board Chair. These duties shall include, but not be limited to, the following:

- Post public notice of all Board meetings and Board Committee meetings pursuant to legal requirements;
- Record the disposition of all matters on which the Board considered action;

- Record and maintain the numerical log of all Resolutions and Board Motions acted upon by the Board;
- Prepare and distribute minutes in advance for approval at the next Board meeting;
- Maintain properly authenticated official copies of the minutes;
- Prepare and maintain all documentation of changes to MESD Board Policies for Board consideration, provide approved changes to OSBA for posting to the web server, and maintain a master listing and copy of MESD policies.

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 deems that, under the circumstances, MESD’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 entire Board.

END OF POLICY

Legal Reference(s):

ORS 192.640-670	ORS 334.100	OAR 581-024-0206
ORS 255.335	ORS 334.225	OAR 581-024-0262

Cross Reference(s):

BB	Board Legal Status
BBA	Board Powers and Duties
BBAA	Individual Board Member’s Authority and Responsibilities
BBB	Board Elections
BBC	Board Member Resignation
BCB	Board Officer
BCE	Board Committees
BCF	Advisory Committees to the Board
BD/BDA	Board Meetings/Regular Board Meetings
BDB	Special and Emergency Board Meetings
BDC	Executive Sessions
BDD	Board Meeting Procedures
BDDDB/BDDC	Board Meeting Agenda
BDDG/BDDK	Minutes of Board Meetings
BDE	Public Hearings