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## Board Officers (*version B*)

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The officers of the board shall consist of a board chair and a vice chair.

### Selection and Term of Office

The term of office for the board chair and the vice chair shall be for 12 months, from July 1 through June 30. [State statute provides that a board member may serve as chair for no more than four consecutive years.](#) ~~The board recognizes that state statute allows a member to be elected for up to four successive one-year terms.~~

[Each year, as provided in ORS 332.040,](#) the board will elect one of its members to serve as board chair and one to serve as vice chair. [The election of officers will typically be conducted in June. In years when new members are elected to the board, the board will elect officers in the first regular meeting after July 1. In the event that the board does not elect officers before July 1, the current chair and vice chair will continue to serve in an acting capacity until the election of officers for the new year.](#)

[If a board officer leaves the board or is unable to continue to serve as an officer, a replacement will be elected promptly to serve the remainder of the officer's term. In the event if both](#) the ~~current~~ board chair and vice chair leave the board [or are unable to continue to serve as officers,](#) the most senior board member will provide leadership until the ~~elected~~ board elects new officers.

### **Duties of the Board Chair**

#### The board chair shall:

- ~~1. The board chair, in consultation~~ [Work](#) with the superintendent, ~~shall to~~ establish ~~the~~ [board](#) meeting agendas ~~and~~ [call special meetings as needed.](#)
- ~~2. The board chair shall v~~[ote](#) on all issues unless they declare an actual conflict of interest.
- ~~3. The board chair shall p~~[reside](#) at all meetings. ~~The board chair is responsible for~~ [and](#) ~~maintaining~~ order ~~during board meetings.~~
- ~~4. The board chair shall p~~[reside](#) at the first annual budget committee meeting and until the budget committee has elected a chair from among its members.
5. Sign the minutes and other official documents that require the signature of the chair.
6. Represent the district and the board at official functions, unless this duty is delegated by the board chair to another board member.
7. 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. [The superintendent or designee](#) will ~~directly~~ supervise and evaluate the secretary. In absence of the designated board 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, 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

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### Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

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