

# Corbett School District 39

Code: BC/BCA  
Adopted: 1/27/00  
Orig. Code: BC/BCA

## Organizational Meeting

No later than the next regular meeting following July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31<sup>st</sup>. At that time the Board shall elect a chairman and vice chairman from among the members.

The organizational meeting will consist of, but not be limited to, the following actions:

1. ~~▲~~Designate custodian of funds and select banking facilities;
2. ~~▲~~Administer the oath of office to members-elect if that has not occurred previously. The superintendent, deputy clerk, chairman or selected members of the Board may administer the oath;
3. ~~▲~~Specify date(s) and location(s) for regular Board meetings;
4. ~~▲~~Take such other organizational actions as are prescribed by law or by Board practice.

The incumbent chairman of the Board will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chairman or vice chairman remains on the Board, or neither is able to continue to serve as an officer, a temporary chairman will be selected to conduct the election.

END OF POLICY

### Legal Reference(s):

ORS 255.335

ORS 332.040 to -332.045

ORS 332.057

# Corbett School District 39

Code: BCB  
Adopted: 10/16/97  
Orig. Code: BCB

## Board Officers

The Board chairman will:

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 and other official documents that require the signature of the chairman;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chairman or the Board to another member of the Board;
6. Appoint all committees unless otherwise ordered by the Board and will be an ex-officio member of all such committees;
7. Have the right to discuss issues and may vote on any issue.

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

## Board or District Spokesmanperson

The Board may appoint one of its members, usually the chairman, or another authorized 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 spokesmanperson serves at the Board's direction and may be removed or replaced at any time by action of the entire a majority of the Board.

## Board Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. 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 chairman.

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, 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;
5. Properly post all Board meetings;
6. Maintain in the district office a current copy of Robert's Rules of Order Newly Revised.

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\(9\)](#)

# Corbett School District 39

Code: BCBA  
Adopted: 10/16/97  
Orig. Code(s): BCBA

## Student Representative to the Board

The Board ~~has provided~~ may provide for a formalized ongoing method of communication with district students by establishing a position of student representative to the Board.

The student representative shall receive notice of meetings, the agenda and the appropriate agenda materials; be provided a place at the Board table; and shall have the same privileges of discussion as apply to Board members. The student representative shall not be a voting member of the Board nor shall he/she be permitted to attend executive sessions held by the Board.

~~The superintendent shall develop administrative regulations as needed for the implementation of this policy.~~

END OF POLICY

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### Legal Reference(s):

ORS 332.107