

## **BP 2210 Board of Education Officers**

### **References:**

ORS 341.283

At its first scheduled meeting in July, the Board of Education will elect one of its members to serve as Board Chair and one to serve as Vice-Chair. No member of the Board may serve as Board Chair more than two years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

The terms of officers shall be for one (1) year.

The duties of the Chair of the Board of Education are:

- Preside over all meetings of the Board of Education;
- Call emergency and special meetings of the Board of Education as required by law;
- Consult with the President on Board of Education meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board of Director compliance with policies on Board member education, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events or ensure Board of Education representation;
- Appoint all Board Committees;
- Retains full voting and participation rights.

The duties of the Vice-Chair of the Board of Education are:

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

The duties of the Secretary for the Board are:

- Notify members of the Board of Education of regular, special, emergency, and adjourned meetings;
- Prepare and post Board of Education meeting agendas;
- Record and have prepared for adoption minutes of Board of Education meetings;
- Maintain all records, proceedings and documents of the Board;
- Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee;

- Conduct the official correspondence of the Board of Education;
- Certify as legally required all Board of Education actions;

The duties of the Clerk for the Board are:

- Approve and sign the minutes of all special and regular meetings of the Board of Education;
- Sign all other official documents of the Board, as appropriate.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members.

The Board may appoint one of its members, usually the Board Chair, or another person to make authorized statements to the public or media when the Board deems that, under the circumstances, the College'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

**Adopted: November 13, 2018**  
**Last Revised: November 13, 2018**

Board Adoption Date: \_\_\_\_\_  
President's Cabinet Adoption Date: \_\_\_\_\_  
College Council Adoption Date: \_\_\_\_\_

**Rescinded policy(ies): 1.035**