

BP 2210 Board of Education Officers

References:

ORS 341.283

The terms of officers shall be for one (1) year. The board chair shall not serve more than two (2) consecutive terms.

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;
- Review with the college President and the Vice-Chair on Board of Education meeting agendas as prepared by the President;
- Communicate with individual Board of Education members about their responsibilities;
- Participate in the orientation process for new Board of Education members;
- Assure Board of Education compliance with all policies,
- Ensure members are compliant with Board of Education member training, self-evaluation, and evaluation of the President;
- Represent the Board of Education at official events or ensure Board of Education representation.
- To chair the first meeting in July until a new chairperson is elected.
- To perform the same duty on voting on matters as other members of the Board.
- To sign minutes of Board meeting and other such documents as need and approved by the Board.

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

- Preside over the meetings of the Board of Education when the Chair is not available.
- Consult with the college President and the Chair on Board of Education meeting agendas.

The President or the President's executive assistant shall serve as Secretary to the Board of Education. Duties may be delegated as necessary

The duties of the Secretary are:

- Notify members of the Board of Education of regular, special, emergency, and cancelled meetings;
- Prepare and post Board of Education meeting agendas;

- Have prepared for adoption minutes of Board of Education meetings;
- 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;
- Sign, when authorized by law or by Board of Education action with consent of the Deputy Clerk(s), any documents that would otherwise require the signature of the Deputy Clerk(s) of the Board of Education.

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.

Adopted: 12/20/22