

# Port Orford-Langlois School District 2CJ

Code: BCB  
Adopted: 9/1/87  
Revised/Readopted: 6/8/04  
Orig. Code(s): BCB

## Board Officers

At its first scheduled meeting ~~on or~~ after July 1, the Board will elect one of its members to serve as chair~~chairman~~ and one to serve as vice chair~~chairman~~. No member of the Board may serve as chair~~chairman~~ more than four 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 Board chair~~chairman~~ will:

1. Work with~~Assist~~ the superintendent in establishing the agenda for regular Board 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 chair~~chairman~~;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chair~~man or the~~ Board chair to another member~~of the~~ Board member;
6. Appoint all committees unless otherwise ordered by the Board but will be a nonvoting member;
7. Have the right to discuss issues and ~~to vote on any issue~~.

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

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the~~that~~ secretary. The secretary to the Board will take notes at Board meetings, compile~~so that~~ minutes can be compiled and will perform such other related work as assigned by the superintendent or requested by the chair~~man of 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, ~~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 Board policies; ~~of the Board~~.

5. Properly post all Board meetings.

### Board or District Spokesperson

The Board may appoint one of its members, usually the ~~chair~~chairman, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position ~~of the district~~ should be articulated by a single voice. The spokesperson serves at the Board's direction ~~of the Board~~ and may be removed or replaced at any time by action of a majority of the ~~whole~~ Board.

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\(9\)](#)