

**Linn Benton Lincoln  
Education Service District**

Code: **BCB**  
Adopted: 7/8/98  
Readopted: 10/10/07  
Orig. Code(s): BBB

**Board Officers**

The officers of the Board are the chair and the vice chair. At its first scheduled meeting in July, the Board will elect one of its members to serve as chair and one to serve as vice chair. Election of all officers shall be by a majority vote of the full Board.

**Officers**

1. Officers shall serve for at least one full year or until their respective successors begin their term. No member may serve as chair for more than two years in succession.
2. In the event a Board member completes the unfulfilled term of an officer and he/she is subsequently elected to the position of chair or vice chair, his/her scheduled term of office shall not be reduced by such prior service.
3. An officer may be removed by a majority vote of the full Board should he/she refuse to perform the duties of his/her office imposed upon him/her by law or these bylaws.
4. In case an office of the Board becomes vacant, the Board shall fill the vacancy for the unexpired term.

**Chair**

The chair of the Board shall have the following duties:

1. Assist the superintendent in planning Board agendas;
2. Conduct all meetings and hearings of the Board, public or executive;
3. Make all decisions as to the procedure to be followed in any meeting of the Board;
4. Call special meetings;
5. Make such appointments to committees and select representatives of the Board as may be required from time to time. Unless otherwise specified, all appointments will be for one-year terms, to be reviewed annually;
6. Effect the Board's annual evaluation of the superintendent, in accordance with Oregon Revised Statutes and Board policy;
7. Chair the subcommittee on recommending compensation for the superintendent;

8. Sign official district documents that require the signature of his/her office.

### **Vice Chair**

The vice chair shall have the following duties:

1. The vice chair shall serve as chair when the chair is not present at a meeting of the Board or when the chair is disabled or disqualified from acting as chair in an emergency situation and shall serve for the duration of such absence, disablement or disqualification. He/She shall carry out such responsibilities as the chair may assign to him/her from time to time.

**Clerk/Secretary** (The superintendent shall be appointed clerk/secretary of the Board.)

The clerk/secretary shall be responsible for ensuring that the following duties are performed:

1. Prepare and maintain a master calendar identifying the Board meetings in which all requested reports shall be made, specified items of business shall be conducted and regular items of business which are repeated on a schedule shall be conducted;
2. Be responsible for the reproduction and distribution of the agenda for each meeting of the Board;
3. Take and prepare the minutes of all meetings of the Board;
4. Prepare and distribute a record of actions and decisions for each meeting of the Board;
5. Prepare and distribute, publish, mail or post all necessary notices and advertisements;
6. Conduct such other appropriate activities as the Board may assign or request from time to time.

### **Board or District 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 deems that, under the circumstances, the district'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

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#### **Legal Reference(s):**

[ORS 255.335](#)  
[ORS 334.100](#)

[ORS 334.225](#)