

South Coast Education Service District

Code: **BCB**
Adopted: 12/11/01
Readopted: 11/14/06
Reviewed: 8/1/17
Orig. Code(s): BCB

Board Officers

Organizational Meeting

The Board shall organize at a meeting held after the regular election of Board members but not later than the last day of July. At the organizational meeting, the Board will:

1. Elect a Board chair;
2. Elect a vice chair;
3. Establish a time and place for regular meetings;
4. Take other actions as prescribed by law or Board practice.

Officers

The Board shall organize by the election of a chair and a vice chair from among its members. The superintendent shall be appointed clerk/secretary of the Board. Election shall be by a majority of the full Board.

1. Officers shall serve one year or until their respective successors have qualified. No member may serve as chair or vice chair for more than two terms in succession.
2. An officer may be removed by a majority vote of the full Board should they refuse to perform the duties of their office imposed upon them by law or these policies.
3. 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. Conduct all meetings and hearings of the Board, public or executive;
2. Make all decisions as to the procedure to be followed in any meeting of the Board;
3. Call special meetings;

4. 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.
5. The incumbent chair of the Board will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, a temporary chair will be selected to conduct the election.

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

Vice Chair

The vice chair shall serve as chair when the chair is not present at a meeting of the Board, in an emergency situation and shall serve for the duration of such absence. They shall carry out such responsibilities as the chair may assign to them from time to time.

Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate that person. The secretary shall have the following duties:

1. Prepare and maintain a master calendar identifying the Board meetings at 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 each meeting 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. Appoint a deputy clerk (if desired);
7. Conduct such other appropriate activities as the Board may assign or request from time to time.

Appointees

The Board shall annually appoint an auditor, an insurance agent of record and may appoint a legal counsel. If legal counsel is appointed, such appointment shall be reviewed annually.

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 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 Board.

Motions

The Board shall at the organization meeting fix the time and place for its regular meetings and adopt existing policies for its own operation and the operation of the ESD. (Modification of policies shall be made in accordance with Board policy.)

Committees of Board Members

Ad hoc committees of Board members may, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity but shall not take action on behalf of the Board. Members shall be appointed by the chair, and members shall serve until the committee is discharged. Each Board committee shall be convened by a chair who shall be appointed by the Board chair or by the committee from among its members.

Advisory Committees

The Board authorizes that citizen advisory committees may be used for funded programs as the law requires or where special need exists.

Advisory Members

The Board may appoint nonvoting advisory members to the Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)