

BOARD POLICY SERIES NUMBER: 2030

TITLE: BOARD ORGANIZATION

In order to carry out its duties and responsibilities, the board has established the following organizational positions, duties and processes:

- A. Board Officers – Each year at the annual organizational meeting, the Board shall elect a chairperson and vice chairperson as officers of the board. No member of the board will serve consecutive terms as chairperson.
- B. Duties of Board Officers – The duties of the chairperson are to:
 - 1. preside at all meetings of the board;
 - 2. appoint or provide for all Board committees;
 - 3. call special meetings of the Board as required;
 - 4. approve and sign the minutes of all special and regular meetings of the Board, and such other documents as may be prescribed by law; and
 - 5. perform such other duties as may be prescribed by law or by action of the Board
- C. The duties of the Vice Chairperson are to:
 - 1. preside at Board meetings in the absence of the Chairperson; and
 - 2. fulfill the duties of Chairperson as needed
- D. Clerk of the Board – The board shall appoint the president/chief executive officer as clerk, as provided for by Oregon Revised Statutes.
- E. Duties of the Clerk of the Board – The duties of the Clerk are to:
 - 1. sign the minutes of all special and regular meetings of the Board of Education, and sign all other official documents of the board;
 - 2. serve as custodian of district funds;
 - 3. record, or have recorded, the minutes of the meeting of the board and transmit a copy of the minutes of the previous meeting(s) to each member of the board and to the college president before each regular meeting;
 - 4. have charge of all records, proceedings, and documents of the Board of

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Education;

5. furnish and file all financial reports as requested by the board and as required by law;
6. maintain a record of Oregon statues and regulations; and
7. maintain up-to-date copies of Board Policies and Administrative Rules for board members, for staff, and public inspection in the clerk's office.

DATE OF ADOPTION: 03/10/83

DATE(S) OF REVISION(S): 09/16/92