

**West Linn-Wilsonville
School District 3J**

Code: **BCB**
Adopted: 10/09/06
Revised/Readopted: 1/11/16; 3/14/16
Orig. Code(s): BCB

Board Officers

The Board shall elect, at its annual organizational meeting, one of its members to serve as Board chair and one to serve as vice chair. No member shall serve as Board chair for more than three consecutive years.

The Board chair shall preside at all meetings of the Board, and he/she shall call meetings when required. He/she shall sign the minutes and other official documents which require the signature of the chair. He/she shall perform other duties prescribed by law.

In the absence of the Board chair, the vice chair shall perform the duties of the chair and, when so acting, shall have all the power of the Board chair. If the Board chair and vice chair are absent at a meeting at which a quorum is present, the ranking member present in terms of continuous service on the Board shall preside.

Superintendent-Clerk

It shall be the duty of the clerk to perform the following functions:

1. Manage the routine correspondence for the district;
2. Prepare the board meeting agendas in cooperation with the Board chair. Incorporated in the agenda should be a calendar of events, legal opinions, unfinished business and new business and draft recommendations requested by the Board or on his/her initiative make recommendations for changes in Board policy;
3. Prepare informational items coming before the Board.

Secretary

It shall be the duty of the secretary to take minutes and compile them for the record, and perform such other tasks as assigned by the superintendent-clerk or requested by the Board chair.

These duties include:

1. Record the disposition of all matters on which the Board considered action, referring to the source of major written recommendations by title and name;
2. Prepare, check and distribute minutes in advance for approval at next meeting;
3. Maintain properly authenticated official copy of the minutes;
4. Maintain official record of policies and bylaws of the Board.

It shall be the duty of counsel to advise the Board on specific legal matters submitted and to make appropriate recommendations.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)