

# Southwestern Oregon Community College

## BP 2210 Board of Education Officers

### PURPOSE:

To establish officers of the Board of Education and define their duties.

### STATEMENT:

Board of Education elections for officers are held in July, during the annual organizational meeting.

The Board Chair shall:

1. Preside over all Board meetings with the commonly accepted powers associated, e.g., ruling, recognizing. The Board Chair may call special, executive, and emergency meetings as required by law.
2. Ensure Board members conduct business in a manner consistent with Board policies and in compliance to statutory requirements.
  - a. Ensure ~~that~~ Board discussions are timely, fair, and thorough. When necessary, the Chair may impose time limitations on discussions or ask the speakers to present their point of view succinctly.
  - b. Ensure College policies outlining individuals' or group behavior are enforced appropriately.
3. Develop the monthly Board agenda in cooperation with the College President.
4. Be the official spokesperson for the Board. The Board Chair may represent the Board to outside parties in announcing Board stated positions and interpretations within the area delegated.
5. Advise the President or designee on behalf of the Board when appropriate. This authority extends to all decisions, which fall within and are consistent with any reasonable interpretation of Board policies on the governance process and the Board-President relationship, except where the Board specifically delegates portions of this authority to others.
6. Communicate with individual board members about their responsibilities and participate in the orientation process for new Board of Education members.
7. Assure Board of Education compliance with policies on Board of Education member education, self-evaluation, and evaluation of the President.

The Board Chair has no authority to make decisions regarding policies created by the Board within executive limitation policy areas. Therefore, the Board Chair has no authority to individually supervise or direct the President.

**Board Vice-Chair**

The Board Vice-Chair shall preside over meetings and approve and sign documents in the absence of the Chair.

**Secretary to the Board of Education**

The President of the college shall serve as Secretary/Clerk to the Board of Education.

The duties of the Secretary are:

1. Notify members of the Board of Education of regular, special, emergency, and adjourned meetings.
2. Prepare and post Board of Education meeting agendas.
3. Have prepared for adoption minutes of Board of Education meetings.
4. Attend all Board of Education meetings and closed sessions, unless excused, and in such cases to assign a designee.
5. Conduct the official correspondence of the Board of Education.
6. Certify as legally required all Board of Education actions.
7. Sign, when authorized by law or by Board of Education action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board of Education.

**References:** ORS 341.283

**Adopted:** 02/28/22