BOARD OFFICERS

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Category or Department Responsible: President's Office/Board
Contact Information: Board Secretary/Executive Assistant to the President, 503-594-3004, board@clackamas.edu

PURPOSE

The purpose of this policy is to establish the roles, responsibilities, and authority of the Board Chair and the designated succession of those obligations, along with the composition and function of the Board Executive Committee. It also provides guidance on designating an authorized spokesperson to communicate the Board's position.

BODY OF POLICY

After July 1 of each year~~At its annual organizational meeting~~, the Board will elect one of its members to serve as ~~Board~~ Cchair and one to serve~~another~~ as Vvice Cchair. This meeting must occur no later than the last day of July. Officers will serve for one year, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board. No member shall serve more than two consecutive years as Cchair or Vvice Cchair.

~~Duties of the Chair~~The Board Chair will:

1. Work with college President or designee to prepare the agenda for Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. P~~To p~~reside at ~~all~~ meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings. The chair may also direct a recessed meeting be reconvened by electronic or virtual means as permitted under Oregon's Public Meetings Law;
3. A~~To a~~ppoint ~~or provide for election of all~~ Board members to committees, assignments and liaison roles unless ordered by the Board;
4. C~~To c~~all special meetings as required to conduct Board business;
5. Excuse Board members for absences in accordance with ORS 341.335(1)(d);
6. H~~To h~~ave the same duty to vote on matters before the Board as the other members; ~~and To perform such other duties as may be prescribed by law or action of the Board;~~.
7. Sign official documents that require the signature of the Chair;

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8. To serve as the Board's parliamentary authority;
9. Represent the College and the Board at official functions, unless this duty is delegated by the Board chair to another Board member; and
10. P~~To p~~erform such other duties as may be prescribed by law or by action of the Board.

~~Duties of the Vice Chair~~
In the absence, incapacitation or death of the Chair, the Vice Chair will perform the duties of the Chair and, when so acting, will have the Chair's powers. The Vice Chair will perform other functions as designated by the Board.~~To fulfill all obligations of the chair when he/she is absent or unable to perform the required functions.~~

In the absence of both Chair and Vice Chair, the immediate past Chair or senior member in service present at the meeting shall preside.

Board Executive Committee:
The Board C~~c~~hair, V~~v~~ice C~~c~~hair, and immediate past Chair~~president~~ will serve as the Board's Executive Committee. The Executive Committee will meet with the President prior to each Board meeting to approve the agenda.~~ Members may participate in person, by telephone, or by email.~~

Board or College Spokesperson
The Board may designate one of its members, usually the C~~c~~hair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the College'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 a majority of the Board.

RELATED POLICIES, PROCEDURES, AND REFERENCES

Legal Reference(s):
ORS 255.335
ORS 341.283
OAR 199-050-0050

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END OF POLICY