

1.20.011-P Board Member Duties

I. Board Chair

It shall be the duty of the Board chair to:

- (1) Preside at all meetings of the Board in accordance with its bylaws;
- (2) Sign such instruments as the Board may authorize;
- (3) Appoint members to those committees established by the Board;
- (4) Function as ex-officio member of all Board committees;
- (5) Perform duties as may be required by law;
- (6) Perform the duties of designated Board spokesperson when authorized by the Board;
- (7) Present to the Board from time to time such observations, suggestions and recommendations as may seem to him/her necessary for the governance and improvement of the Portland Public Schools;
- (8) Serve as liaison between the Board and Board staff.

II. Vice Chair

- (1) In the absence or disability of the Board chair, the vice chair shall exercise all the powers and assume all of the responsibilities of the chair. In the event of the absence or disability of the chair and the vice chair, a chair pro tem shall be elected by remaining members of the Board.

III. Individual Board Members

The duties of individual Board members shall include the following:

- (1) To study all reports submitted to the Board by the superintendent;
- (2) To assist in presenting to the public the needs of the educational system and to adopt a budget which will satisfy those needs;
- (3) To protect the schools against the encroachment of special interests that seek school time for the purpose of commerce, advertising or propaganda;
- (4) To perform the specific duties imposed upon Board members by statute;
- (5) To become informed about the district's educational program and operations, visit schools and request information from staff;
- (6) To receive information from parents, students, employees and patrons pertaining to district operations and refer requests for action or complaints to the superintendent for exploration by an appropriate member of the administrative staff for later report to the Board.

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- (7) According to the law, the duties connected with governance of the schools, which devolve upon the Board must be performed at regular or special meetings of the Board. Individual members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is pursuant to specific instructions of the Board. Any member of the Board is free to express individual views on any subject, provided that the expression of those views is in a form, which adequately informs the recipient(s) that the individual is not speaking for the district or the Board.
- (8) In view of the danger of misunderstandings arising with regard to correspondence, the Board staff shall provide to individual members for their use in discharging their duties as members stationery containing the Board member's name, address, telephone number, other contact information and title as Board member. Official stationery of the Board shall be used only by the Board chair and to express positions of the Board consistent with Board policies and resolutions.

Legal References: ORS 332.040; ORS 332.075; ORS 332.105; ORS 332.107; ORS 332.505

History: Adpt 12/70; Adpt 6/71; Amd 8/74; Amd 2/77; Amd 6/80; Amd 1/83; Amd 9/9/02; BA 2417

