

## Division 10 Administration

### Officers

#### 851-010-0005

The officers of the Board shall consist of a President and a Secretary.

**Stat. Auth: ORS 678.150**

**Stats. Implemented: ORS 678.150**

### Election

#### 851-010-0010

The officers of the Board shall be elected annually as stated in Board policy. Elections shall be held during the regularly scheduled September Board meeting. Terms of office shall run from January 1<sup>st</sup> to December 31<sup>st</sup>.

**Stat. Auth: ORS 678.150**

**Stats. Implemented: ORS 678.150**

### Vacancies in Office

#### 851-010-0015

A vacancy occurring in the office of the President or Secretary shall be filled by election.

**Stat. Auth: ORS 678.150**

**Stats. Implemented: ORS 678.150**

### Duties of Officers

#### 851-010-0020

- (1) The President shall preside at all meetings or shall appoint a Board member as Pro Tem chair of a meeting, or a portion of a meeting, as is necessary or efficient. The President shall confer with the Executive Director of the Board on matters that come up between meeting dates, and matters that need to be placed on the agenda for Board meetings. The ordering or reordering of the agenda is the prerogative of the President.
- (2) The Secretary shall call the roll for meetings and record all votes and attendance. In the absence of the Secretary, the President or President Pro Tem shall appoint a Secretary Pro Tem.

**Stat. Auth: ORS 678.150**

**Stats. Implemented: ORS 678.150**

### Meetings

#### 851-010-0035

Regular meetings shall be held five times a year. Additional meetings may be held when necessary. However, if there is not adequate business to justify a meeting, it may be cancelled.

Meeting dates are approved by the Board every four years. The agenda for Board members to review shall be sent to them at least five days prior to the regular meeting date.

**Stat. Auth: ORS 678.150**

**Stats. Implemented: ORS 678.150**

**851-001-0010 amended 9/20/01**

**851-001-0010 amended 9/22/05**