

College Board of Education Series—1000

**DUTIES OF OFFICERS OF THE CHEMEKETA COMMUNITY COLLEGE BOARD OF EDUCATION<sup>1</sup>**

**Chairperson**

1. Preside at all meetings of the College Board of Education.
2. Appoint or provide for the election of all College Board of Education committees.
3. Call special meetings as required.
4. Act on out-of-state travel requests of members of the College Board of Education.<sup>2</sup>
5. Perform such other duties as may be prescribed by law or by action of the College Board of Education.
6. Approve and sign the minutes of all regular, special, or executive meetings of the College Board of Education and such other documents as required by law.
7. Act as the official spokesperson for the College Board of Education.

**Vice Chairperson**

1. Preside at all meetings in the absence of the chairperson.
2. Fulfill such other duties as required in the chairperson's absences.

**Absence of Officers**

In the absence of both chairperson and vice chairperson, the immediate past chairperson or if absent then the most senior College Board of Education member in service present at the meeting shall preside.

June 26, 1991

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*Adopted College Board of Education*

February 15, 2006; July 15, 2009

June 25, 2014

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*Revised College Board of Education*

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<sup>1</sup> ORS 341.283

<sup>2</sup> (See also Policy # 1110 and 1610.)