



Code: BBAA
Adopted: 8/10/2026

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion.

Board members may speak on behalf of the Board or public charter school only when specifically authorized to do so. Any other statements do not represent the position of the Board or school. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant public charter school information and participate in Board functions and professional Board development activities.

All members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Records

Any individual Board member who desires a copy of an existing record may make such a request to the Executive Director. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the public charter school must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite public charter school legal counsel) without a need for Board approval. Legal counsel is responsible to the Board vote, Chairman of the Board, and/or the Executive Director.

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the Executive Director. An individual Board member is not authorized to independently act on complaints.



4. Board Member's Communication with Administration

No individual Board member may direct the Executive Director or other staff to action without Board authorization. No Board member will intervene in the administration of the public charter school or its schools.

5. Contracts or Agreements

If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

6. Visits to Schools

A Board members may visit the school by coordinating with the Executive Director and in accordance with public charter school procedures.

7. Public Meetings Law: All Board members will comply with Public Meetings Law.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services¹ or local law enforcement.

9. Oregon Ethics Laws: All Board members will adhere to Oregon Government Ethics laws.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the public charter school.

END OF POLICY

Legal Reference(s):

[ORS 192.311 – 192.478](#)
[ORS 192.610 – 192.705](#)

[ORS Chapter 244](#)
[ORS 338.115](#)

[ORS 419B.010](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

¹ (855) 503-SAFE (7233)