

# MITCH Charter School

Code: BBAA  
Adopted: 7/20/23

## Individual Board Member's Authority and Responsibilities

An individual public charter school board member exercises the authority and responsibility of his or her position when the public charter school board is in legal session only.

A public charter school board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of the Board members present is required to transact any business.

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the executive director, gained through attendance at public charter school activities and through professional Board activities.

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

### 1. Requests for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the executive director. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which requires additional expense to the school, must be submitted to the Board for consideration.

### 2. Requests for Legal Opinions

Requests for a 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 legal counsel) without a need for Board approval. Legal counsel is responsible to the public charter school board.

### 3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students and members of the public to the appropriate complaint policy Board policy KL - Public Complaints. Such information will be conveyed to the executive director.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the school's educational program, may visit the school or other school facilities to gain information, and may request information from the executive director. No individual Board member may direct the executive director to action without Board authorization. Board members will not intervene in the administration of the school.

5. Contracts or Agreements

All contracts of the public charter school must be approved by the Board, or as delegated to the executive director, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

---

**Legal Reference(s):**

[ORS 338.115\(2\)](#)

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement