



Oregon Community College Association
260 13th Street NE, Salem, OR 97301
Phone: (503) 399-9912 Fax: (503) 399-9286
<http://www.occa17.com>

July Board Organizational Meeting: What is Required?

Community college boards are required under Oregon law to hold an organizational meeting at the start of each fiscal year sometime after July 1. In years following a regular district election, ORS Chapter 255 requires the regular organizational meeting to be held before July 31. In non-election years, there is no requirement for the organizational meeting to be held in July. Because 2015 is an election year, community college boards must hold an organizational meeting in July.

At this first organizational meeting, the community college board must meet for the purpose of organizing and electing a chair and a vice-chair (ORS 341.283). Other items for the July organizational meeting may include the following:

- Swearing in new board members following a regular election (see note below),
- Establishing dates and times of regular board meetings,
- Appointing members to committees, and
- Adopting rules governing the conduct of board members and board proceedings.

Newly elected board members must qualify for office by taking an oath of office before they assume their duties as a board member. This is often done at the July organizational meeting but there is no requirement for the swearing in to occur during a regular board meeting. A new board member's term of office begins effective July 1 following the regular election. Newly elected board members can take the oath of office prior to July 1 but should be advised that their term begins on July 1.

Please contact OCCA General Counsel Karen Smith at ksmith@occa17.com if you have any questions.