

## BOARD OF DIRECTORS

### Organizational Meeting of the Board

The meeting for the organization of the Board will be held annually at 6:30 p.m. on the third Monday in September. Notice of the meeting's place and time will be given by the secretary to each member and member-elect of the Board and to the public according to Policy No. 204.7.

The purpose of the meeting is to transfer material and responsibility from the retiring Board to the new Board. At the meeting, the Board will elect a president, who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the Board.

The election of the president and other officers of the Board may, if the Board so chooses, be by written ballot; however, each member will identify his ballot. Each ballot will be attributed as it is tallied, in order to comply with the requirements of the open meetings law.

#### Meeting Procedure

The organizational meeting of the Board will be held in two parts: the final meeting of the retiring Board, and the organizational meeting of the new Board.

#### 1. Final Meeting of the Retiring Board

- (1) Call to order
- (2) Roll call/Audience to visitors
- (3) Approval of minutes of previous meeting(s)
- (4) Communications
- (5) Unfinished business
  - (a) Current claims and accounts (for the retiring Board to authorize)
  - (b) Other items: if any member of the Board feels that the Board should consider any unfinished business, even if only to identify it as unfinished business, the member should address the issue at this time.
- (6) Review of election results: The district secretary will present the official report on the latest election; the county auditor provides the official tally. Official results. Official results are recorded in the minutes.
- (7) Adjournment of the retiring Board, "sine die."

#### 2. Organizational Meeting of the New Board

- (1 and 2) Call to Order/Roll Call/Audience to Visitors
- (3) Oath of office. The district secretary will administer the oath to new members. (See policy 204.15, Board Member Oath of Office.)
- (4) Selection of a president "pro tem". The chair will call for nominations; nominations need not be seconded. If only one member is nominated, a motion may be made to appoint that person by acclamation in a voice vote; if more than one person is nominated, a recorded vote is required.
- (5) Election of a president of the Board. The president pro tem calls for nominations; nominations need not be seconded. If only one member is

nominated, a motion calling for a unanimous ballot may be presented, and carried by unanimous voice vote. If the voice vote is not unanimous, or if more than one member is nominated, the voting may be done by signed ballot. The secretary will announce the result of the vote, and the newly elected president will assume the chair.

Other items of business at the organizational meeting may include:

- (6) Resolution of appreciation recognizing the public service rendered by retiring Board members.
- (7) Determination of dates, times, and places for regular meetings of the Board.
- (8) Resolution to define the operating rules and practices that will be followed by the new Board.
- (9) Communications.
- (10) Superintendent's report.
- (11) Adjournment.

#### Vacancies in Officer Positions

If any office of the Board should become vacant between organizational meetings, such office will be filled by the remaining members of the Board in the same fashion as outlined in the policy above.

Revised and adopted: 12-17-90

Date of Review: 10-18-93, 11-18-96, 8-16-99, 01-20-03, 01-15-07

LEGAL REF.: Iowa Code Sections 277.28; 277.31; 279.1; 279.5 et seq.