ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting in odd-numbered years at or before the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

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

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final (annual) meeting of the outgoing board and the organizational meeting of the new board.

1. Final (Annual) Meeting of the Retiring Board
   (1) Call to order.
   (2) Roll call.
   (3) Visitors.
   (4) Approval of Minutes of previous meeting
   (5) Unfinished business.
      (a) Current claims and accounts (for the retiring board to authorize).
   (6) Examine and settle the books for the previous year.
   (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
   (8) Adjournment of the retiring board.

2. Organizational Meeting of the New Board
   (1) The outgoing board president will preside over the meeting until a new board president is elected.
   (2) Call to order.
   (3) Roll call.
   (4) Oath of office. The board president will administer the oath to new members.
   (5) There shall be elected a president and vice president to hold office for a term of one year. These elections shall be by written ballot without nomination and ballots shall be initialed by each board member for the purpose of recording the vote. The Board member receiving a majority of the votes cast shall be declared elected. The Board Secretary will preside while the board elects the president. The Board Secretary will administer the oath of office to the newly-elected
President and the newly-elected President will administer the oath to the newly-elected Vice-President.

Other items of business at the organizational meeting may include:

(7) Board resolution of appreciation recognizing the public service rendered by retiring board members
(8) Appointment of and oath of office administered to the board secretary and board treasurer
(9) Name official publication
(10) Designation of Legal Counsel
(11) Committee membership and assignments
(12) Board resolution to authorize the interim payment of bills pursuant to board policy 803.5
(13) Visitors
(14) Superintendent's report
(15) Old Business
(16) New Business
(17) Adjournment