

## ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

The board will hold its annual/organizational meeting after August 31 in even-numbered years. In odd-numbered years, the annual/organizational meeting will be held 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 annual meeting portion of the meeting is to examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The purpose of the organizational meeting portion of the meeting is to transfer material 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.

### ANNUAL/ORGANIZATIONAL MEETING PROCEDURE

1. Call to Order (minutes reflect who was present)
2. Approval of Agenda
3. Comments and Suggestions from Citizens
4. Approval of Minutes (of previous meetings)
5. Treasurer's Annual Report
6. Certified Annual Report
7. Bills
8. Old Business
9. Declaration of Voting Results (odd-numbered years)
  - Recognition of Outgoing Board Members
10. Seating of New Board Members (odd-numbered years – minutes reflect who was present)
  - Administration of Oath of Office
11. Organization of the Board of Directors
  - Election of President. The superintendent calls for nominations (nominations need not be seconded). The board votes on the nominations. The secretary announces the result of the

ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

vote, and administers the oath of office to the newly elected president. The newly elected president assumes the chair.

- Election of Vice-President. The president of the board calls for nominations (nominations need not be seconded). The board votes on the nominations. The secretary announces the result of the vote, and administers the oath of office to the newly elected vice-president.
- Declaration of Meetings

12. Appointment of Legal Counsel
13. Resolution to Designate Financial Depository Institutions
14. Review of Board Policies
  - 211.7R1 – Rules of Order Regulation
  - 503.1 – Student Conduct
  - 505.9 – Parent and Family Engagement
  - 606.9 – Insufficient Classroom Space
15. Approval of Booster Groups to Operate Concession Stands
16. Naming Official Newspaper
17. Approval of Equity Report
18. Approval of High School Course Enrollment Data
19. Consent Agenda
20. Reports
21. New Business
22. Superintendent's Report
23. Adjournment

Approved: April 24, 2017  
Reviewed:  
Revised: