

204.5R1 ANNUAL/ORGANIZATIONAL MEETING OF THE BOARD - Administrative Regulations

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 who will hold office for one year. Once elected, the 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 meeting of the retiring Board, and the organizational meeting of the new Board.

1. Final meeting of the retiring Board

- a. Call to order by President of retiring Board
- b. Roll call
- c. Approval of minutes of previous meeting(s)
- d. Communications
- e. Audience to visitors
- f. Unfinished business
 - (1) current claims and accounts (for the retiring Board to authorize
 - (2) other items: if any member of the Board feels that the Board should consider any unfinished business, if only to identify it as unfinished business, the member should address the issue at this time
- g. Examine and settle the books for the previous year.
- h. Review of election results: the board secretary will present the official report on the latest election; the county auditor provides the official tally. Official results are recorded in the minutes.
- i. Resolution of appreciation recognizing the public service rendered by retiring Board members.
- j. Adjournment of the retiring Board.

2. Organizational meeting of the new Board

- a. The board secretary, as president pro-tem, will preside over the meeting until a new board president is elected.
- b. Call to order and roll call.
- c. Oath of office. The board secretary will administer the oath to new members. (See policy 204.14, Board Member Oath of Office.
- d. Election of the President of the Board. The School Board Secretary 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 administer the Oath of Office, and the newly elected president will assume the chair.
- e. Election of vice president. The president of the board will call for nominations; the 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 board president will announce the result of the vote and either the board president or secretary administers the Oath of Office.

Other items of business at the organizational meeting may include:

- d. Determination of dates, times, and places for regular meetings of the Board.
- e. Resolution to define the operating rules and practices that will be followed by the new Board.
- f. Appointment of legal counsel for the school district and the Board.
- g. Authorize the interim payment of bills pursuant to policy 703.2.
- h. Designate financial depository institutions.
- i. Naming of the official publication of record.
- j. Audience to visitors
- k. Superintendent's report
- l. Adjournment

LEGAL REF: Iowa Code §§ 274.2; 275.23A; 277.23; 277.28; 277.31; 279.

NOTE: Board members elected at a regular school election must take the oath of office at or before the organization meeting. Failure to do so results in a vacancy.

NOTE: The board president and vice president are each elected to a one-year term at the organizational meeting in odd-numbered years and at the annual meeting in even-numbered years.

APPROVED: 11/13/89 REVIEWED: 10/09/06 REVISED: 05/10/21