

ORGANIZATION OF THE BOARD OF DIRECTORS

The Treynor Community School District board is authorized by and derives its organization from Iowa law. The board will consist of five (5) board members. Board members are elected at large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting in odd-numbered years at the first regular meeting following the canvass of votes.

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 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.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The Board Secretary will administer the oath of office to the newly-elected board members. The Board Secretary will preside while the new board elects the president and vice-president of the new board.

The election of the president and other officers of the board may be by signed written ballot. Each ballot will be attributed as it is tallied, in compliance with the open meetings law.

Meeting Procedure

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

1. Final Meeting of the Outgoing Board

- 1) Call to order.
- 2) Roll call.
- 3) Approval of minutes of previous meeting(s).
- 4) Audience to visitors.
- 5) Unfinished business.
 - a) Current claims and counts (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 official report on the latest elections; the county auditor provides the official tally. Official results are recorded in the minutes.
- 8) Adjournment of the retiring board, "*sine die.*"

2. Organization of Meeting of the New Board

- 1) The superintendent, as president *pro tem*, 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 secretary will administer the oath to new members.
- 5) Election of a president and a vice 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 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 superintendent will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
- 6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice president.

Other items of business at the organizational meeting may include:

- 7) Resolution of appreciation recognizing the public service rendered by retiring board members.
- 8) Determination of dates, times, and places for regular meetings of the board.
- 9) Resolution to define the operating rules and practices that will be followed by the new board.
- 10) Appointment of legal counsel for the school district and the board.
- 11) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- 12) Audience to visitors.
- 13) Superintendent's report.
- 14) 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.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.2, .23, .28, .31; 279.1, .5, .7, .8 (2013).
281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors' Members
206.1 President
206.2 Vice-President
211 Board of Directors' Meetings

Approved <u>1/1993</u>	Reviewed <u>11/14/2000</u>	Revised <u>03/8/2005</u>
	11/12/2007	10/16/2017
	11/13/2012	04/08/2019
		08/12/24