

BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board meets during the first 15 days of January of each year for the purpose of electing a president and vice president from among its membership and taking action on other matters of annual business. The Treasurer canvasses the new Board prior to December 31 of each year to establish the date of the organizational meeting. The Board appoints a president pro tempore from its membership.

Meeting Procedures

1. The President Pro Tempore calls the meeting to order.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated where and when this oath was taken, for the record. If the oath has not been previously taken, the Treasurer, any member of the board or any person qualified to administer an oath may do so.
3. The President Pro Tempore then presides over the election and swearing in of the President and Vice President.
4. The newly elected President and Vice President are sworn into office and the President assumes the chair.
5. The Board proceeds with items of annual business such as:
 - A. Setting the dates and times of regular Board meetings;
 - B. Appointment of legal counsel for the ensuing calendar year;
 - C. Election of Treasurer in those years when the Treasurer's term has expired and establishment of salary;
 - D. Purchase of liability insurance for Board members;
 - E. Appointment of legislative liaison;
 - F. Adoption of budget for new fiscal year (before January 15);
 - G. Securing of performance bonds for Superintendent and Treasurer, and
 - H. Establishing a Board service fund.
6. Upon conclusion of annual business, the Board enters into such regular or special business as appears on the agenda for the meeting.

Adopted: 1980

Revised: July 20, 1998

Reviewed: April 19, 2000

LEGAL REFS.: ORC 3313.10; 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87

CROSS REF.: BHD, Board Member Compensation and Expenses