

ORGANIZATIONAL MEETING OF THE BOARD

The meeting for the organization of the board will be held in odd-numbered years at its regular meeting in November. Notice of the meeting's place and time will be given by the secretary to each member and member-elect of the board and to the public according to Policy #210.5.

The purpose of the meeting is to transfer material and responsibility from the retiring 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 will be entitled to vote on all matters before the board.

Meeting Procedure

The final meeting of the retiring board will be held in the following order:

- 1) Call to order
- 2) Roll call
- 3) Approval of the agenda
- 4) Approval of the consent agenda:
Minutes of previous meeting, bills, financial reports
- 5) Receive visitors and read miscellaneous communications
- 6) Unfinished Business:
 - a. Current claims and accounts (for the retiring board to authorize).
 - b. Other items. If any member of the board feels that the board should consider any unfinished business, even if only to identify it as unfinished business, the member should address the issue at this time.
- 7) Review of election results:
The board secretary will present the county auditor's official report on the latest election; Official results are recorded in the minutes.
- 8) Recognition of retiring board members.
- 9) Adjournment of the retiring board.

Organizational Meeting of the New Board

- 1) The preceding year's President, as president pro-tem, (or board secretary) 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. Policy 202.2
- 5) Election of the president of the board. The president pro-tem (or board secretary) calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the board secretary 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.

- 7) Determination of date, time, and place for regular meetings of the board
- 8) Define operating rules and practices that will be followed by the new board
- 9) Discussion/Action items
- 10) Personnel – Resignations, appointments, modifications
- 11) Report of Board & Administration
- 12) Adjournment

LEGAL REF.: Iowa Code Sections 277.28; 277.31; 279.1; 279.5

CROSS REF.: 201 Board of Directors Elections
202. Board of Directors Members
206. Board of Directors Officers

Approved **September 19, 1967**

Reviewed **February 2015**

Revised **April 25, 1977**
April 11, 1985
April 11, 1988
December 9, 1991
January 18, 2002
April 12, 2004
September 13, 2010
February 9, 2015
June 10, 2019