

## Cottonwood Joint School District No. 242

### THE BOARD OF TRUSTEES

1200

#### Annual Organization Meeting

After the issuance of the election certificates to the newly elected Trustees in November, and on the date of its first regular January meeting, the Board shall elect from among its members a Chair and a vice chair to serve one year terms. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. The Board shall also elect a clerk and a treasurer, who may be Members of the Board of Trustees or, at the discretion of the Board, either or both positions may be selected from among competent and responsible persons outside the membership of the Board. The Board, in its discretion, may allow compensation for the clerk and for the treasurer if other than the county treasurer. If a Board Member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the vice chair, the Board shall elect a chair pro tempore, who shall perform the functions of the Chair during the latter's absence. The clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair;
2. Swearing in of newly-elected Trustees;
3. Call for nominations for Chair to serve during the ensuing year;
4. Election of a Chair;
5. Assumption of office by the new Chair;
6. Call for nominations for vice chair to serve during the ensuing year;
7. Election of a vice chair;
8. Election of a clerk/treasurer;
9. Review the code of ethics
10. Designation of an assistant treasurer for high school, and elementary school accounts;
11. Designation of persons authorized to sign District checks;
12. Appointment of the civil rights officer;

Policies and bylaws shall continue from year to year and Board to Board until and unless the Board changes them.

Cross Reference: 3440 Student Fees, Fines and Charges/Return of Property

Legal Reference: I.C. § 33-506 Organization and Government of Board of Trustees  
I.C. § 33-510 Annual Meetings – Regular Meetings – Board of Trustees

#### Policy History:

Adopted on: December 21, 2015

Revised on: August 20, 2018

Revised on: January 21, 2019