

## Annual Organizational Meeting

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a *chair/president* and a *vice chair/president* to serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the *chair/president* and the *vice chair/president*, the board will elect a president pro tempore who will perform the functions of the chair/president during the latter's absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even numbered years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

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

- A. Welcome and introduction of newly elected board members by the chair/president;
- B. Call for nominations for *chair/president* to serve during the ensuing year;
- C. Election of a *chair/president* (roll call vote);
- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year;
- F. Election of a *vice chair/president* (roll call vote);
- G. *(If applicable)* Call for nominations for *WSSDA legislative representative* to serve for the next two years; and
- H. Election of a *WSSDA legislative representative*.

Policies will continue from year to year and board to board until and unless the board changes them.

Cross References:                   1225 - School Director Legislative Program

Legal References:                   RCW 28A.330.010 Board president, vice-president or president pro tempore — Secretary  
RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner  
RCW 28A.330.050 Duties of superintendent as secretary of

the board  
RCW 28A.400.030 Superintendent's duties  
RCW 29A.60.280 Local elected officials, commencement of  
term of office — Purpose

Management Resources: 2017 – April Issue

Adoption Date:

Classification: **Discretionary**

Revised Dates: **08.99; 08.05; 02.11; 12.11 ; 04.24.2017**

---

© 2014-2017 Washington State School Directors' Association. All rights reserved.