

Board Policy Document

BOARD OF DIRECTORS

Series 200

Policy Title: Organization of the Board of Directors

Code Number: 204.5

The Board is organized for the purpose of setting policy and providing general direction for and oversight of the District. The Board shall hold its organizational meeting each year at the first regular meeting following the canvass of votes. The retiring Board shall transfer materials, including the Board Policy Manual, and responsibility to the new Board.

At this meeting, the Board will elect a President, who will hold office for one year. Once elected, the President will be entitled to vote on all matters before the Board.

The election of the President and Vice President of the Board shall comply with the requirements of the open meetings law.

Meeting Procedure

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

1. Final Meeting of the Retiring Board
 - a. Call to order
 - b. Pledge of Allegiance
 - c. Roll call
 - d. Approval of agenda
 - e. Minutes of previous meeting(s)
 - f. Routine action items
 - g. Action items
 - h. Review of election results
 - i. President's comments
 - j. Adjournment of retiring Board, "sine die"

First Adoption: July 12, 1983
Revision Adoption: November 13, 1995/January 11, 2000/July 20, 2009
Legal Reference: Code of Iowa 279.1

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2. Organizational Meeting of the New Board

- a. Call to order
- b. Roll call
- c. Oath of office administered by Board Secretary
- d. Appointment of President Pro-tem
- e. Permanent organization of the Board

- 1) Permanent organization of the Board will be effected by electing a President and Vice President from the members of the Board. The President and Vice President shall take office immediately.

The mechanics of the election of the President can be by open nomination or by ballot as the Board prefers. A motion may be presented to determine which method shall be used.

Nominations will be taken for the office of President. When the nominations are completed, voting will take place. If no nominee receives a majority of the vote, the Board will vote again. Nominees may remove their names at any time during the process. Voting continues until a nominee receives four or more votes. A similar procedure will be followed for the election of the Vice President.

- f. Adjourn

Vacancies in Officer Positions

The filling of vacancies for officer positions is covered by state statute (279.3 and 279.5).