

Sugar-Salem School District No. 322

THE BOARD OF TRUSTEES

1200P

Annual Organization Meeting

Swearing in of New Trustees

Each new trustee, who has not yet been sworn in, shall be given the oath of office by the district clerk or a member of the Board of Trustees. The oath should be signed by the trustee taking the oath and certified by the officer before whom the oath was administered. It shall be filed with the official records of the district.

Establish a Schedule of Upcoming Board Meetings

At the annual meeting, the board must determine the uniform day and the uniform week of the month on which the regular meetings of the Board shall be held for the ensuing year.

Chair and Vice Chair

After the issuance of the election certificates to the newly elected trustees in May, and on the date of its regular July meeting, the Board shall elect from among its members a Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Clerk and a Treasurer, who may be members of the Board of Trustees or, in 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 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 Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

Board members on Community Library Board and Education Foundation

The Board shall either elect, or the Chairman shall appoint, members as representatives on the Community Library Board and the Education Foundation.

Staff member to sign legal documents and federal grants

The Board shall designate a district staff member, usually the Superintendent, as the one authorized to sign legal documents and federal grants.

Assistant Treasurers

The Board shall designate assistant treasurers in each school. These are usually the school secretary and should be authorized to sign checks written on school activity accounts. 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 Chairman 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-Chairman to serve during the ensuing year
7. Election of a Vice-Chair
8. Election of a Clerk
9. Election of a Treasurer
10. Appointment or election of Board member to the Community Library Board
11. Appointment or election of Board member to the Sugar Salem Education Foundation
12. Designation of staff member authorized to sign legal documents and federal Grants
13. Designation of staff members as assistant treasurers Policies and Bylaws shall continue from year to year until and unless the Board changes them.

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: Sept 2010

Revised on:

Reviewed on: