

BOARD ORGANIZATIONAL MEETING

In compliance with law, the Board will meet during the first 15 days of January of each year for the purpose of electing a President and Vice President from among its membership and taking action on other matters of annual business. The Treasurer will canvass the new Board prior to December 31 of each year to establish the date of the organizational meeting.

Meeting Procedures

1. The Board will appoint a President Pro Tempore from its membership.
2. The official swearing in or administration of the oath of office to the new members should follow. If the oath has already been taken, it should be stated where and when this oath was taken, for the record. If the oath has not been previously taken, the Treasurer, any member of the Board or any person qualified to administer an oath may do so.
3. The President Pro Tempore will then preside over the election and swearing in of a President and Vice President.
4. The newly elected President and Vice President will then be sworn into office and the President will assume the chair.
5. The Board will then proceed with items of annual business such as:
 - A. setting the dates and times of regular Board meetings;
 - B. appointment of legal counsel for the ensuing calendar year;
 - C. election of Treasurer in those years when the Treasurer's term has expired and establishment of salary;
 - D. purchase of liability insurance for Board members;
 - E. appointment of legislative liaison;
 - F. adoption of budget for new fiscal year (before January 15) and
 - G. securing of performance bonds for Superintendent, Assistant Superintendent, Administrative Assistant and Treasurer.
6. Upon conclusion of annual business, the Board will enter into such regular or special business as appears on the agenda for the meeting.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 3313.14; 3313.15; 3313.203; 3313.22; 3313.25; 3313.87