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

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