

**SUBJECT:    ORGANIZATIONAL MEETING**

The Board may hold its annual organizational meeting at any time during the first fifteen (15) days of July. The District Superintendent shall serve as temporary chairperson, who shall open the meeting and conduct the election of the President. The President shall assume office immediately, and shall conduct the remainder of the Board's business.

The agenda shall include, but not limited to the following:

- a. Oath of Office
- b. Elections/Oaths of Office
  - 1. President
  - 2. Vice-President
- c. Board Appointments
  - 1. Board Clerk
  - 2. Board Secretary
  - 3. Treasurer
  - 4. Deputy Treasurer
  - 5. Extraclassroom Activity - Fund Treasurer(s)
  - 6. School Attorney
  - 7. School Physician
  - 8. Independent Auditor
  - 9. Claims Auditor
  - 10. Other
- d. Designations
  - 1. Official Bank Depository
  - 2. Official Newspaper(s)
  - 3. Regular Monthly Meeting Dates
  - 4. Annual Meeting Date
  - 5. Date for component districts to vote on administrative budget and election of board members
  - 6. Records Management Officer
  - 7. Compliance Officer(s)
- e. Authorizations and Policies
  - 1. Authority to certify payroll
  - 2. Purchasing Agent and Deputy Purchasing Agent(s)
  - 3. Attendance at conferences, conventions and workshops
  - 5. Bonding Personnel
  - 6. Mileage Reimbursement Rate
  - 7. Investment Policy, Purchasing Policy and Ethics Policy
  - 9. Signature on Checks
  - 10. District Superintendent and designee(s) to Sign Contracts and Grants
  - 11. Budget Transfers
  - 12. Others

Public Officers Law, Article 7

**Adopted:    January 9, 2002**  
**Revised:    March 14, 2018**