

**SUBJECT: ANNUAL MEETING**

The annual meeting of the component school districts of the BOCES is held between April 1 and April 15 in each year on a date and at a place and hour designated by the BOCES, for the purpose of reviewing the preliminary BOCES program budget and such other business that may properly come before the annual meeting. The Notice of the Call of such meeting shall conform to the law and be administered by the Clerk of the District.

The agenda shall include:

- a. Call to order by President
- b. Notice of Call of Meeting
- c. Election of Chairperson (if necessary)
- d. Review of preliminary administrative, capital and program budgets (A preliminary presentation is typically made immediately prior to the Annual Meeting)
- e. Other business
- f. Adjournment

**Public Notice**

Pursuant to Education Law, Section 1950(b)(4), public notice must be given by publishing notice of the annual meeting in two newspapers in general circulation in the BOCES, or one such newspaper if there is only one, once each week within the two weeks preceding the annual meeting, with the first publication at least 14 days prior to the annual meeting. Where there are no such newspapers, notice must be posted on the BOCES website. Additionally, notice of the date, time and place of the annual meeting must be sent to each Board member of the component school districts at least 14 days prior to the meeting.

Public Officers Law Article 7

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