

Board of Directors

Series 200

Policy Title Organizational Meeting Procedures

Code No. 204.5-R

The Marshalltown Community School District Board will hold its organizational meeting in odd-numbered years at the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the Board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the Board.

Meeting Procedure

The organizational meeting of the Board will be held in two parts: the final (annual) meeting of the outgoing Board and the organizational meeting of the new Board.

1. Final (Annual) Meeting of the Retiring Board

1. Call to order.
2. Roll call.
3. Consent agenda.
4. Settlement of secretary/treasurer's reports from the previous fiscal year.
5. Review of election results. The Board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
6. Adjournment of the retiring Board.

2. Organizational Meeting of the New Board.

1. The Board secretary, as president pro tem, will preside over the meeting until a new Board president is elected.
2. Call to order.
3. Roll call.
4. Oath of office. The Board secretary will administer the oath to new members.

5. Election of a president of the Board. The president pro tem calls for nominations; nominations need not be seconded. The Board will then vote on the nominations. The secretary will announce the result of the vote and administer the oath of office to the newly elected president; the newly elected president will assume the chair.
6. Election of the vice president. The president of the Board will call for nominations; the nominations need not be seconded. The Board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

7. Board resolution of appreciation recognizing the public service rendered by retiring Board members.
8. Determination of dates, times, and places for regular meetings of the Board.
9. Board resolution to define the operating rules and practices that will be followed by the new Board.
10. Board resolution to authorize the interim payment of bills.
11. New business or reports to be brought before the Board.
12. Adjournment.

Adopted: October 15, 2007

Legal Reference: (Code of Iowa)

Reviewed: October 15, 2007  
October 19, 2015  
January 17, 2017

Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2007). 281 I.A.C. 12.3(2).

Amended: September 13, 2010

Cross Reference: 202.2 - President-Vice President  
202.3 - Secretary-Treasurer