

## PROCEDURES FOR POLICY 203

At the organizational meeting of the School Board held on the first Monday in January, or as soon thereafter as practicable as required by law, the Board shall be called to order by the immediate past-chair. In the event that person is no longer a member of the Board, other immediate past officers in order: vice-chair, clerk and treasurer, shall act as temporary chairperson.

In the event that none of these officers are members of the Board, the Board may elect a temporary chairperson who will be elected by written ballot.

The first order of business shall be to swear into office any new members unless they shall have been so sworn previously. The Board shall then elect from its membership a chair, vice-chair, clerk, and treasurer. The election shall be conducted by calling for nominations for each office and votes cast by a voice vote.

In the absence of the chairperson at any meeting, the pre-siding officer shall be one of the officers of the elected board, in the following order of precedence: (a) vice-chairperson (b) clerk, (c) treasurer. If the chairperson does arrive, the acting presiding officer shall surrender the chair to him/her.

In the absence of the clerk at any meeting, the presiding officer shall designate an assistant clerk to act.

When a resolution is submitted to vote, each member present shall vote, unless excused by the board, or unless he/she is financially interested in it, in which latter case the board member shall not vote.

Upon any resolution requiring a roll call vote by law, the roll of board members shall be called and their yeas and nays recorded. The roll call shall be in alphabetical order with chairperson voting last. The yeas and nays shall be taken and recorded in a like manner upon any other resolution, whenever requested by any member of the board.

When a motion has been carried in the affirmative or negative, it shall be in order for any member who voted on the side which prevailed, or who was absent when the vote was taken, to move a reconsideration thereof at the same meeting, or at a subsequent meeting of the board.

Parliamentary procedure not provided in policies or by statute shall be determined by Robert's Rules of Order, Revised.