

MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963

POLICY

8505

**ANNUAL REORGANIZATION MEETING**

**Who should attend:**

Members of old fiscal year Board  
Newly elected Board members  
Superintendent  
Selected administrators  
Press and public

**Agenda Order:**

I. LAST MEETING OF OLD BOARD

- A. Call to order by President
- B. President appoints Acting Secretary for Reorganization Meeting
- C. Executive Secretary (Superintendent) verifies the issuance of Certificates of Election to newly elected Board members
- D. President administers Oath of Office (§1053) to newly elected members
- E. Welcome of new members by Board
- F. President appoints Superintendent as temporary chairman of new Board
- G. Procedure:
  - 1. Board member's motion—"I move that this    (year)    Milford Board of Education adjourn sine die."
  - 2. Second to motion required
  - 3. Vote
  - 4. If adopted, the President announces: "The    (year)    Milford Board of Education is adjourned sine die."

II. FIRST MEETING OF NEW BOARD

- A. Temporary Chairman calls to order: "The    (year)    Milford Board of Education will come to order."
- B. Temporary Chairman calls for nominations for the office of President:
  - 1. Board members nominate (No second is required)
  - 2. Board member moves that nominations be closed
  - 3. Second to motion to close
  - 4. Temporary Chairman reads list of nominees
- C. Temporary Chairman – Election of President
  - 1. If one nominee – voice vote
    - a. If unanimous "Yes," chairman declares results

- b. If **not** unanimous, chairman calls for roll call vote, announces count, and declares winner (if majority of 5)
  - 2. If more than one nominee – chairman calls for a roll call vote, announces count, and declares winner (if majority of 5)
  - 3. If no one receives five (5) votes, repeat step 2 above
- D. Newly Elected President Assumes Office
- E. President calls for nominations for the office of Vice President (see B. above)
- F. President – Election of Vice President (see C. above)
- G. President, on behalf of Board, designates the Superintendent as Executive Secretary of the Milford Board of Education for     (year)     .
- H. President – Appointments of Board Representatives:
  - Representative:* Delaware School Boards Association  
Delegate Assembly
  - Alternate:* Delaware School Boards Association Delegate  
Assembly
  - Representative:* State Board of Education Advisory Council
  - Alternate:* State Board of Education Advisory Council
- I. Establishment of Monthly Regular Meeting Dates and Time for the year
- J. Establishment of Internal Board Policies and Rules of Operation
- K. Adjournment

Reference: Milford School District Policy #8301  
§1045, 1048 and 1053 of Title 14, Delaware Code

ADOPTED: July 14, 1975