
BOARD OF SCHOOL TRUSTEES OPERATIONS - ORGANIZATION

Adoption Date: July, 1978; Revised February, 1982; Revised June 11, 1996;
Revised July 12, 2005; Revised July 10, 2012; August 14, 2018
Legal Ref: I.C. 20-26-4-1; I.C. 20-26-4-4; I.C. 20-26-4-4.5; I.C. 20-23-4-30
Cross Ref:

The Westfield Washington Schools Board of School Trustees' (Board) parliamentary procedure shall be governed by Robert's Rules of Order, Newly Revised in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of this Board.

Within fifteen days after the first day of January each year, the Board shall meet and organize by electing one member president, one member vice president, and one member secretary.

A treasurer shall be appointed who is neither a member of the Board nor the Superintendent. The Board shall hire a school attorney to advise them in all school legal matters. The Board will appoint a legal firm at the annual reorganization meeting in January.

Election of officers shall be by a majority of the full Board (physically present). Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

The President of the Board shall have the usual powers of the president except as herein regulated and defined by these policies and procedures. The Vice President shall assume the role of the President in his or her absence. The Secretary shall ensure that all records of all meetings are kept, that legal notices are posted, that legal documents are prepared and signed and perform such other duties as may be prescribed by law and by these policies and procedures.

The Treasurer shall be the official custodian of all funds of the school corporation and shall be responsible for the proper safeguarding and accounting for such funds and shall abide by all applicable statutes, regulations, policies, and procedures governing the position.

Officers shall serve for one (1) year and until their respective successors are elected take office. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any office within thirty (30) days of the occurrence of the vacancy. In the event an officer vacates the Board in addition to their office, the vacancy shall be filled in accordance with applicable law.