

**Billings School District 2**

**THE BOARD OF TRUSTEES**

Annual Organization Meeting

After issuance of election certificates to newly elected trustees in May, and no later than fifteen (15) days after the election, the Board shall elect from among its members a Chair and a Vice Chair to serve one-(1)-year terms. If a Board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the Chair and the Vice Chair, the Board shall elect a Chair *pro tempore*, who shall perform the functions of the Chair during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organization meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chair
2. Swearing in of newly elected trustees
3. The Clerk will call for nominations for Chair to serve during the ensuing year
4. Election of a Chair
5. Assumption of office by the new Chair
6. Call for nominations for Vice Chair to serve during the ensuing year
7. Election of a Vice Chair
8. Appointment of a Clerk

Legal References:     § 20-3-321, MCA     Organization and officers  
                              § 20-3-322(a), MCA   Meetings and quorum  
                              § 1-5-416(1)(b), MCA Powers and duties of a Notary Public

Policy History:

First Reading:       January 19, 2004 – Board of Trustees  
Second Reading:    February 16, 2004 – Board of Trustees  
Third Reading:     March 15, 2004 – Board of Trustees  
Adopted on:         March 15, 2004  
Effective on:        March 15, 2004  
Revised on:         August 15, 2011  
Reviewed on:        July 15, 2024