

## Annual Organization Meeting

At the first regular meeting at which newly-elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a *chair/president* and a *vice chair/president* to serve one-year terms. A newly elected or appointed (less than one year) board member will not be eligible to serve as an officer unless the majority of the board is newly appointed or elected.

If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the *chair/president* and the *vice chair/president*, the board will elect a president pro tempore who will perform the functions of the chair/president during the latter's absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

In even-numbered years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

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

- A. Welcome and introduction of newly elected board members by the chair/president;
- B. Call for nominations for *chair/president* to serve during the ensuing year;
- C. Election of a *chair/president* (roll call vote);
- D. Assumption of office by the new *chair/president*;
- E. Call for nominations for *vice chair/president* to serve during the ensuing year;
- F. Election of a *vice chair/president* (roll call vote);
- G. (if applicable) Call for nominations for *WSSDA legislative representative* to serve for the next two years; and
- H. Election of a *WSSDA legislative representative*.

Policies will continue from year to year and board to board until and unless the board changes them.

Cross References: 1225 - School Director Legislative Program

Legal References: RCW 28A.330.010 Board president, vice-president or president pro tempore — Secretary  
RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner  
RCW 28A.330.050 Duties of superintendent as secretary of the board  
RCW 28A.400.030 Superintendent's duties  
RCW 29A.60.280 Local elected officials, commencement of term of office — Purpose

Management Resources: 2025 - October Issue  
2017 - April Issue