Board Policies
Section: 1000 – Board of Directors
Policy Number: 1210 – Annual Organizational Meeting
Effective Date: February 27, 2025
Classification: Discretionary

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 appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

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.

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
Cross References
1225 - School Director Legislative Program
Management Resources
2017 - April Issue