

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

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 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 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 in December, 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

Management Resources:
Policy & Legal News, April 2017