

Montesano School District No. 66

Annual Organizational 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* and a *vice chair* 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* and the *vice chair*, the board will elect a president pro tempore who will perform the functions of the *chair* 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 in June, 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*;
- B. Call for nominations for *chair* to serve during the ensuing year;
- C. Election of a *chair* (roll call vote);
- D. Assumption of office by the new *chair*;
- E. Call for nominations for *vice chair* to serve during the ensuing year; and
- F. Election of a *vice chair* (roll call vote).

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

Legal References: [RCW 28A.330.010](#)

[RCW 28A.330.020](#)

[RCW 28A.330.050](#)

[RCW 28A.400.030](#)

[RCW 29A.20.040](#)

Board president, vice-president or president pro tempore — Secretary
Certain board elections, manner and vote required — Selection of personnel, manner
Duties of superintendent as secretary of the board
Superintendent's Duties
Local elected officials, commencement of term of office — Purpose