

- Required
- Local
- Notice

ANNUAL ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the annual organizational meeting shall be to elect officers of the Board and make the proper appointments and designations of other District employees for the proper management of the School District during the school year. The Board shall also perform such annual functions as are designated by law.

The annual organizational meeting shall be held on a date between the first Wednesday and the 15th day of July. The date of the meeting will be established by Board resolution as a component of setting the meeting dates for the Board of Education for the next school year.

The meeting shall be called to order by the incumbent Board President or Vice President, or in their absence, the District Clerk, who shall preside until the election of a new president. The order of business to be conducted at the annual organizational meeting shall include the following items required or implied by state law and/or regulation:

- I. Administration of Oath
The District Clerk shall administer the oath of office to newly-elected Board members and the Superintendent. Such oath shall conform to Article XIII-I of the New York State Constitution, and Section 10 of the Public Officers Law; the Clerk shall countersign the oath. No new Board member shall be permitted to vote until he/she has taken the oath of office.
- II. Election of Officers
The Board shall elect a President and Vice President for the ensuing year. The District Clerk shall administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.
- III. Appointment of Officers
The Board shall appoint the District Clerk to whom the President shall administer the oath of office.
 - a. The Board shall appoint the following officers:
 - a. District Treasurer
 - b. Internal Claims AuditorThe District Clerk shall administer the oath of office.
- IV. Formation of Board Committees

V. Other Appointments

Records Management Officer, Records Access Officer, Chemical Safety Officer, Asbestos Designee, District Chairperson of Special Education

VI. Bonding of Personnel

The Board may bond the following personnel handling District funds:

- a. Superintendent of Schools
- b. Internal Claims Auditor
- c. Assistant Superintendent for Business
- d. Central Treasurer of Student District Treasurer
- e. Activity Account
- f. Other officers and designees as required by law, or as deemed appropriate by the Board.

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VII. Designations

The Board shall designate:

- a. official depositories for District funds
- b. official District newspapers

VIII. Authorizations

- a. of persons to certify payrolls
- b. of school purchasing agent
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses
- d. to establish petty cash funds (and to set amount of such funds)
- e. to designate authorized signatures on checks
- f. of Superintendent of Schools to approve budget transfers among locations and/or programs within objects of expense.

Cross-ref: 2310, Meetings of Board of Education

Ref: New York State Constitution, Article XIII, Section I Public Officer Law Sections 10;13
Education Law Sections 1707, 1804(4); 2130

Adopted: 6/10/99

Amended: 6/15/05; 8/7/12; 5/21/14