

ORGANIZATION OF THE BOARD OF DIRECTORS

The Ruthven-Ayrshire Community School District board is authorized by and derives its organization from Iowa Law. The board will consist of 7 (seven) board members. Board members are elected at large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business, and review the school election results. The retiring board will adjourn and the new board will then begin. The board secretary will administer the oath of office to the newly-elected board members. The board secretary will preside while the new board elects the president and vice-president of the new board.

Meeting Procedure

The organizational meeting of the Board will be held in two parts: the final meeting of the outgoing Board, and the organizational meeting of the new Board.

1. Final Meeting of the Outgoing Board
 - (1) Call to order
 - (2) Approve the agenda
 - (3) Presentations
 - (4) Items to Share – Superintendent
 - (5) Principal’s Report
 - (6) Communications (Citizens or organizations in attendance, received through the mail or through board members)
 - (7) Unfinished business
 - (a) Consent Items – may contain, but not limited to: Minutes, Finance Reports
Transportation Report, Activity Calendars, Field Trips, Open Enrollment,
Personnel etc.
 - (b) Other items. If any member of the board feels the board should consider any
unfinished business, even if only to identify it as unfinished business, the
member should address the issue at this time.

- (8) Review of election results. The board secretary will present the official report on the latest elections; the county auditor provides the official tally. Official results are recorded in the minutes.
- (9) Adjournment of the retiring Board, “sine die”.

2. Organization of Meeting of the New Board

- (1) Call to order
- (2) Approve the agenda
- (3) Oath of Office. The district secretary will administer the oath to new members. Election of a president and vice president of the board. The board secretary calls for nominations; nominations need not be seconded. If only one member is nominated, a motion calling for a unanimous ballot may be presented, and carried by unanimous voice vote. If the voice vote is not unanimous, or if more than one member is nominated, the voting may be done by signed ballot. The secretary will announce the result of the vote, administer the oath of office to the president and vice president, and the newly elected president will assume the chair.

Other items of business at the organizational meeting may include:

- (4) Determination of dates, times, and place for regular meetings of the board.
- (5) Depository agencies & limits
- (6) School attorney
- (7) Appoint Board committee members
- (8) New Board business

Vacancies in Officer Positions:

If any office of the board should become vacant between organizational meetings, such office will be filled by the remaining members of the board in the same fashion as outlined in the policy above.

Legal Reference: Iowa Code: 274.2; 275.23A; 277.2, .23, .28, .31; 279.1, .5, .7, .8 (1991)
281 I.A.C. 12.3(2).

Cross Reference: 100 Legal Status of School District
200.3 Powers of the Board of Directors
202 Board of Directors Members
211.1 Annual Meeting

Approved Reviewed 11-9-98, 11-12-01, Revised: 2-12-08, 01-12-09
11-08-04, 12-10-07, 12-12-11
12-11-14

RUTHVEN-AYRSHIRE COMMUNITY SCHOOL BOARD OF DIRECTORS