

The organization of the Board of Education is established at the annual organization meeting in July. At the organization meeting the Board elects its president and vice-president and appoints certain other district officers.

**ANNUAL REORGANIZATION MEETING**

The Board of Education will hold an annual organizational meeting. The purpose of the 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 of the Board of Education shall be held between July 1 and July 15, preferably on the first Tuesday in July.

The meeting shall be called to order by the previous Board President or his/her designee, who shall preside until the election of a new president. The order of business to be conducted at the organization 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. Such oath shall conform to Article XIII-1 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, and 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 following officials:

- |                         |                  |
|-------------------------|------------------|
| District Treasurer      | Deputy Treasurer |
| Clerk of the Board      | Tax Collector    |
| Internal Claims Auditor |                  |

**IV. Other Appointments**

The Board shall appoint and establish the stipend (if any) for the following positions:

- |   |                        |
|---|------------------------|
| School Medical Officers                     | School Attorney        |
| Census Enumerator                           | Attendance Officer     |
| District Auditor                            | Board of Registration  |
| Asbestos Designee                           | Records Access Officer |
| Central Treasurer-Extra class Activity Fund |                        |

V. Designations

The Board shall designate:

Official depositories for district funds

Official district newspapers

The Board shall fix the day, hour, and place for the holding of regular meetings, which shall be at least once each month while school is in session.

VI. Authorizations

The Board shall authorize:

- a. a person to certify payrolls
- b. a school purchasing agent
- c. a person(s) to authorize signature on checks
- d. the Superintendent of Schools to approve budget transfers
- e. the Superintendent of Schools, or his/her designee, to act as hearing officer in any hearing of charges against a Civil Service employee under the provisions of Paragraph 2, Section 75 of the Civil Service Law as amended
- f. a person to make application for and receive federal funds on behalf of the school district

VII. Other Items

The Board shall establish any other items it deems appropriate to enhance district operations. The Board shall conduct general business at this meeting before it adjourns, if it so desires.

Reviewed March 2008

Renumbered from P9200 – September 2015

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