

## **BOARD REORGANIZATIONAL MEETING**

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational 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 reorganizational meeting of the Board of Education shall be held on the second Tuesday in July (unless it is a legal holiday, in which case the meeting will be held on the first Wednesday).

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 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, 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 and the Board President administer the oath of office to 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 Physician	School Attorney
District Auditor	Attendance Officer
Asbestos Designee	Records Access Officer
Records Management Officer	
Title IX/Section 504 Hearing Officer(s)	
Central Treasurer, Extraclassroom Activity Account	

V. Designations

The Board shall designate:

Official depositories for district funds  
 Official district newspapers

The Board shall fix the day and hour for the holding of regular meetings, which shall be at least once each month while school is in session, in the rooms provided for the Board, unless otherwise ordered by the Board.

VI. Authorizations

- a. of person to certify payrolls
- b. of school purchasing agent
- c. to establish petty cash funds (and to set amount of such funds)
- d. to designate authorized signatures on checks

VII. Other Items

The Board shall conduct general business at this meeting before it adjourns, if it so desires.

Cross-ref: 5252, Student Activities Funds Management

Ref: New York State Constitution, Article XIII, §1  
 Public Officers Law §§10; 13  
 Education Law §§1707; 1804(4); 2130

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