

## **ORGANIZATIONAL MEETING OF THE BOARD**

### **School Board Policy 200.1 ORGANIZATION OF THE BOARD OF DIRECTORS**

The Belmond-Klemme Community School District board is authorized by and derives its organization from Iowa law. The board will consist of seven board members. Board members are elected by both at-large and at-large by director district.

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 of the new board.

#### **1. CALL TO ORDER**

Called to order by the Board Secretary

#### **2. ROLL CALL** (by the Board Secretary)

#### **3. ORGANIZATION OF THE NEW SCHOOL BOARD**

##### **3. a. Election of President of the New Board**

##### **Background:**

According to Board Policies 200.1, the Board Secretary will preside while the new board elects the president of the new board. The Board Secretary should call for nominations; nominations need not be seconded. If only one member is nominated, a motion may be made to appoint that person by acclamation in a voice vote; if more than one person is nominated, a recorded vote is required.

*The election of the president and other officers of the Board may, if the Board so chooses, be by written ballot. However, in order to comply with the requirement of the Iowa Open Meetings law, each member must identify his/her ballot. Each ballot will then be attributed as it is tallied.*

**3. b. Administration of the Oath of Office to the Newly Elected President**

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of Board President in the Belmond-Klemme Community School District as now and hereafter required by law?”

**3. c. Election of Vice-president of the New Board****Background:**

The newly elected president will assume the chair.

The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

**3. d. Administration of the Oath of Office to the Newly Elected Vice-President**

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of Vice President in the Belmond-Klemme Community School District as now and hereafter required by law?”

**3. e. Determination of Time and Place of Regular School Board Meetings****Recommended Action:**

Motion that the regular meeting dates for the 2024 – 25 school year will be the third Thursdays of each month at 7:00 P.M. (with the exception of those days otherwise stipulated) in the ***Belmond-Klemme High School Building, 411 10<sup>th</sup> Avenue Northeast, School Library*** on the following dates:

- |   |                                     |
|---|-------------------------------------|
| ❖ Thursday, December 19, 2024   | ❖ Thursday, June 19, 2025           |
| ❖ Thursday, January 23, 2025 (4 <sup>th</sup> Thursday due to conflict) | ❖ Thursday, July 17, 2025           |
| ❖ Thursday, February 20, 2025   | ❖ Thursday, August 21, 2025         |
| ❖ Thursday, March 20, 2025 (5:30 start time)                            | ❖ Thursday, September 18, 2025      |
| ❖ Thursday, April 24, 2025 (4 <sup>th</sup> Thursday due to Holy Week.) | ❖ Thursday, October 16, 2025        |
| ❖ Thursday, May 15, 2025  | ❖ Tuesday, November 13, 2025 (IASB) |



**3. f. Adopt Rules and Procedures that will be Followed in Conducting Meetings****Background:**

The rules chosen by the board may be past practices or one of several options presented in *Robert's Rules of Order, Newly Revised* or another parliamentary procedure if one has been adopted by the board.

**Recommended Action:**

I recommend the board move to adopt the resolution below:

**RESOLUTION**

WHEREAS, for the orderly conduct of business, a public body should adopt some basic rules for conducting its meeting; and

WHEREAS, *Robert's Rules of Order, Newly Revised* is the guide preferred by most professional parliamentarians for being fair and complete; and

WHEREAS, *Robert's Rules of Order, Newly Revised* is familiar to many people, having already been used by many other societies.

NOW, THEREFORE, be it resolved by the Board:

That the rules contained in the current edition of *Robert's Rules of Order, Newly Revised* and the rules the Board of Directors has identified in Board Policy Number 210.7R1 shall govern the Belmond-Klemme Board of Directors in all cases to which they are applicable and in which they are not inconsistent with school board policy or the *Code of Iowa*.

Passed and approved this 14<sup>th</sup> day of November, 2024.

Code No. 210.7R1

## RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only “yes” and “no” votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues.

Date of Adoption: 09-21-2006 Reviewed: 02-24-2022 Revised: \_\_\_\_\_

**3. g. Appoint Board Secretary; Appoint Board Treasurer****Background:**

According to Board Policy 206.3 and 206.4, the new board must appoint a board secretary and a board treasurer from among employees, other than a position requiring a teaching certificate, or from the public.

**3. h. Administer Oath of Office to Board Secretary and Board Treasurer****Background:**

To finalize the appointment, the board secretary and the board treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

**Recommended Action:**

After being elected to office, the new Board Secretary and Board Treasurer need to take from the Board President the oath below:

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of (board secretary or treasurer) in the Belmond-Klemme Community School District as now and hereafter required by law?”

**3. i. Board Resolution to Authorize the Interim Payment of Bills Pursuant to Policy 705.3**

**Background:**

The board's policy 705.3, Payment for Goods and Services, authorizes the interim payment of bills by the board secretary and business manager, upon approval of the superintendent, for reasonable and necessary expenses, when the board is not in session.

**Recommended Action:**

I recommend the board move to adopt the resolution below:

**RESOLUTION**

BE IT THEREFORE RESOLVED by the Board:

That the board authorizes the board secretary and business manager, upon approval of the superintendent, to issue payment for verified bills, for reasonable and necessary expenses, when the board is not in session. The board secretary will examine the claims and verify bills. The board will approve the bills at its next regular meeting.

Passed and approved this 14<sup>th</sup> day of November, 2024.

**3. j. Board Resolution to Authorize the Activities Director to Sign Game Officials' Contracts**

**Background:**

Iowa Code 291.1 identifies the duties of the school board president. It includes, "The president of the board of directors shall . . . sign all contracts made by the board." However, Code allows for the board of directors, by resolution, to designate an individual (other than the board secretary) to sign documents as determined by the school board.

Game officials, such as referees and umpires, can change very rapidly. Games are sometimes subject to weather and other interferences. Games may be rescheduled with short notice with new officials. Moreover, the contracts for game officials are now transferred electronically.

**Recommended Action:**

I recommend the board pass a resolution to authorize the district's activities director to sign the contracts of game (sports) officials:

RESOLUTION AUTHORIZING THE DISTRICT'S ACTIVITIES DIRECTOR  
TO SIGN THE CONTRACTS OF GAME OFFICIALS

WHEREAS, Iowa Code 291.1 assigns the duty of signing all contracts to the school board president, and

WHEREAS, Iowa Code allows the board of directors to designate an individual to sign documents as determined by the school board, and

WHEREAS, game officials can change very rapidly with games rescheduled with short notice with new officials, and

WHEREAS, the contracts of game officials are now transmitted electronically,

BE IT THEREFORE RESOLVED, by the Board of Directors of the Belmond-Klemme Community School District, as follows:

That the Board of Directors hereby authorizes the district's activities director to sign the contracts of game officials.

Passed and approved this 14<sup>th</sup> day of November, 2024.



**3. k. Resolution Designating Official Newspaper**

**Recommended Action:**

I recommend the board pass a resolution to declare an official newspaper for publication of district notices:

**RESOLUTION**

BE IT THEREFORE RESOLVED, by the Board of Directors of the Belmond-Klemme Community School District, as follows:

That the Board of Directors hereby designates the *Belmond Independent* as the official news publication for notices for the school district.

Passed and approved this 14<sup>th</sup> day of November, 2024.

**4. Audience to Visitors**

After the new board is seated, it is an appropriate time to ask the audience if they have any messages for the new board.