

Book	Policy Manual
Section	0000 Bylaws
Title	Copy of ORGANIZATIONAL MEETING
Code	po0151
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0151 - **ORGANIZATIONAL MEETING**

The Board of Education shall organize annually not earlier than January 1st immediately following an election held on a November regular election date and not later than the second Monday in January at a meeting held for ~~that purpose in accordance with law~~ the purpose of selecting board officers. All other tasks shall be completed at an organizational meeting held in the month of July. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a President. If the trustees of the new Board include no officers of the previous Board, the meeting shall be called to order by the Superintendent with the first order of business being the election of a temporary chairperson to preside until the election of the new President.

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L. 380.1221
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate those persons authorized to use the safe deposit box;
- E. determine fee charged to individuals who request notice of Board meetings; (M.C.L. 15.266)
- F. () designate a day for regular study sessions of the Board;
- G. designate an administrator to assume specified responsibilities () of the Treasurer; () of the Secretary; **[END OF OPTION]**
- H. () designate the Electronic Transfer Officer ("ETO") in accordance with Policy 6144.

Revised 7/98

Revised 3/1/04

Revised 8/11/08

Legal	M.C.L.A. 168.302
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Last Modified by Chris Rice on August 22, 2025