

The Organizational Meeting

- ▶ **When** is the organizational meeting held?
- ▶ **What** does the organizational meeting include?
- ▶ **Who** conducts the organizational meeting?

Information taken from the MSBA Organizational Meeting PowerPoint 2024

When is the Organizational Meeting Held

- The first Monday in January (or as soon thereafter as practicable)
- In 2026, January 5 is the first Monday
- When January 1 or January 2 is a Monday, the board cannot hold a meeting
- If the organizational meeting must be rescheduled due to weather - Call a special meeting unless the original notice included provisions for inclement weather.
 - RW includes the following information in our notice:

If a meeting is canceled due to inclement weather or other unforeseen circumstances, it will be rescheduled to the next business day, same location and time.

What does the Organizational Meeting Include?

Scheduled items on the meeting agenda:

- Election of Officers
- 2026 Meeting Schedule
- Depositories
- Legal Counsel
- Electronic Fund Transfer
- Corporate Credit Cardholders
- Financial Advisor
- Official Newspaper
- Committee & Liaison Assignments

Who conducts the organizational meeting?

✓ Chair leads the meeting

1. Last year's chair (if still on board)
2. Last year's vice chair (if still on board)
3. Other officers from last year
4. Board determines acting chair

**The superintendent does NOT lead the meeting*

✓ Clerk takes the minutes

Election of Officers

- Chair, clerk, and treasurer are required
- Vice chair is optional (MSBA Model Policy 202 School Board Officers)
- Person who performs duties of clerk and treasurer need not be a board member. The board by resolution may combine the duties of the offices of clerk and treasurer in one person in the Office of Business Affairs of the School District. The officers cannot be combined.
- Duties may be further delegated to other administrative staff

Nominations

- The acting chair asks for nominations.
- Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately offered, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.

Closing Nominations

- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, Robert's Rules of Order Newly Revised calls for a two-thirds majority vote to adopt the motion.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

Nomination Example

- Your board might follow the following process:
- Acting Chair: “Nominations are now in order for the office of chair.”
- Board Member James: “I nominate Jane Smith.”
- Acting Chair: “Jane Smith is nominated. Are there any other nominations for the office of chair?”
- Acting Chair: “Are there any further nominations for the office of chair?”
- Acting Chair: “Are there any further nominations for the office of chair?”
- Acting Chair: “If there are no further nominations ... [pause] ... nominations for the office of chair are closed.”

Voting

- If single nomination, election by acclamation
- If multiple nominations, vote is required
- Open Meeting Law requires all votes to be recorded
 - No straw votes
 - No unrecorded paper ballots
- Majority of those voting is required
 - Tie vote fails for lack of a majority
 - If more than two choices, *a plurality is insufficient*

Voting Procedure

The voting procedure used may follow whatever order the board typically employs to vote on motions.

The acting chair may:

- Ask for a show of hands
- 2. Direct the acting clerk to conduct a roll-call vote
ALL individual votes and voters must be recorded

Voting Example

A quorum of five board members is present and vote for candidates as follows:

- 3 votes for candidate A
- 2 votes for candidate B

Candidate A is elected: three votes is a majority of the quorum in attendance.

Tie Votes for Chair

- If a tie occurs between two chair candidates, a second vote should occur
- If the tie continues after the second vote, the board may:
 1. Elect the other officers before attempting a third vote for chair
 2. Conduct other organizational meeting business
- Then, the board should attempt a third vote at the organizational meeting
- If the tie continues after the third attempt, the chair election should occur at a later meeting(s), with voting occurring until a chair is elected
- The acting chair presides until a chair is elected

Electing Other Officers

- Vice Chair is optional
- Clerk
- Treasurer

The duties of the clerk and treasurer may be combined by resolution and delegated to a single person in the office of business affairs.

The officers cannot be combined.

Approve Other Organizational Meeting Business Items

- 2026 Meeting Schedule
- Designate Depositories
- Designate Legal Counsel
- Authorize Electronic Fund Transfer
- Authorize Corporate Credit Cardholders
- Designate Financial Advisor
- Designate Official Newspaper
- Designate Committee & Liaison Assignments *

**Duty may be delegated to school board chair MSBA Model Policy 213*