

1 **Potomac Elementary**

2  
3 **THE BOARD OF TRUSTEES**

1120

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5 Annual Organization Meeting

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7 After issuance of election certificates to newly elected trustees in May, and on or before the third  
8 (3<sup>rd</sup>) Saturday in May, the Board shall elect from among its members a Chairperson and a Vice  
9 Chairperson to serve one-(1)-year terms. If a Board member is unable to continue to serve as an  
10 officer, a replacement shall be elected immediately. In the absence of both the Chairperson and  
11 the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the  
12 functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

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14 The normal order of business shall be modified for the annual organizational meeting by  
15 considering the following matters after the approval of the minutes of the previous meeting:

- 16  
17 1. Welcome and introduction of newly elected Board members by the current Chairperson  
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19 2. Swearing in of newly elected trustees  
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21 3. Call for nominations for Chairperson to serve during the ensuing year  
22  
23 4. Election of a Chairperson  
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25 5. Assumption of office by the new Chairperson  
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27 6. Call for nominations for Vice Chairperson to serve during the ensuing year  
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29 7. Election of a Vice Chairperson  
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31 8. Appointment of a Clerk

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33 Policies and bylaws remain in effect until and unless changed by the Board.  
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37 Legal References: § 20-3-321, MCA Organization and officers  
38 § 20-3-322(a), MCA Meetings and quorum  
39

40 Policy History:

41 Adopted on: October 11, 2010

42 Reviewed on:

43 Revised on: