

1. B. What to Expect at Your First Meeting

1. Swear in new members.

Oath – to support the United States Constitution and the State where you are a board member and to faithfully perform the duties of the office. See Example “Oath” pdf we provide.

2. Election of officers

President pro-tempore (typically last year’s President) solicits nominations
Must have a majority of the full board to elect (i.e 3 of 5 or 4 of 7)

NOTE: by law, some votes require a majority of the FULL BOARD, not just the members present.

A. President – (be the President)

Takes the gavel immediately after elected, responsible for presiding over meetings, appoints committee assignments, sets the board agenda.

B. Vice President- Presides over meetings in absence of the President.

3. Appointee(s) to the JVS Board

4. Committee assignments

5. Committees of the Board

A. *Standing committees*

B. *Ad hoc committees*

Must adhere to Open Meeting Law (notice and minutes)

6. Appointments to Other Committees-Established by school administration, board members may participate.

7. Designate a place and time for regular meetings

8. Standing resolutions

9. Some boards adopt resolutions to join organizations such as NSBLC, OSBA, or the local chamber of commerce.

10. Designees to attend public record access training

11. Establish a board service fund to cover board member expenses for authorized activities.

12. Establish the date and time for next year's organizational meeting.

13. Any other items that require board action should be deferred to the next regular meeting.