

BOARD REORGANIZATIONAL MEETING

The Board of Cooperative Educational Services recognizes its obligation to hold an annual reorganizational meeting. The purpose of the reorganizational meeting shall be to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year. The Board shall also perform such annual functions as are designated by law.

The annual reorganizational meeting of the Board of Cooperative Educational Services shall be held within the first 15 days of July.

The meeting shall be called to order by the previous Board President or his/her designee, who shall preside until the election of a new president. The order of business to be conducted at the organization meeting shall include the following items required or implied by state law and/or regulation:

I. Administration of Oath

The District Clerk shall administer the oath of office to newly elected Board Members. Such oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law; the Clerk shall countersign the oath. No new Board Members shall be permitted to vote until he/she has taken the oath of office.

II. Election of Officers

The Board shall elect a president, vice-president and deputy-vice president for the ensuing year, and administer the oath of office to them. A majority of all members of the Board shall be necessary for a valid election.

III. Appointment of Officers

The Board shall appoint and the Board President or designee shall administer the oath of office to the following officials:

District Treasurer, Clerk of the Board, Claims Auditor

IV. Other Appointments

The Board shall appoint and establish the stipend (if any) for the following positions:
Records Access Officer, Records Management Officer, Asbestos Designee, Title IX/Section 504 Hearing Officer, Central Treasurer—Extra-classroom Activity Account, Privacy Official, Medicaid Compliance Officer, Extra-Classroom Faculty Auditor, and Chief Faculty Advisory for Extra-Classroom Activity Fund

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V. *Bonding of Personnel*

The Board may bond the following personnel handling district funds:

District Clerk, District Treasurer, School Attorney, Claims Auditor,
Central Treasurer of Student Activity Account

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. *Designations*

The Board shall designate:
Official depositories for district funds
Official district newspaper
Personnel to keep attendance register

VII. *Authorizations*

- a. of person to certify payrolls
- b. of school purchasing agent
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses
- d. to establish petty cash funds (and to set amount of such funds) & change funds
- e. to designate authorized signatures on checks
- f. of District Superintendent to approve budget transfers
- g. may approve borrowing
- h. to apply for grants and aid
- i. of individuals to collect money

VIII. *Other Items*

- a. The district uses the IRS established rate.
- b. other

The Board shall conduct general business at this meeting before it adjourns, if it so desires.

Adopted May 14, 2014