

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Annual Organizational Meeting

- I. In order to function efficiently and effectively, the first Prince William County School Board meeting in January shall include the annual organizational meeting. In accordance with Virginia Code § 22.1-76, the School Board shall elect one of its members to serve as Vice Chairman, shall approve a designee of the Division Superintendent (Superintendent) to attend meetings in the absence or inability to attend of the Superintendent, and on recommendation of the Superintendent shall appoint a Clerk and a Deputy Clerk to the School Board. The term of the Vice Chairman, the Clerk, and any Deputy Clerk shall be one year.
- II. The annual calendar of regular meetings shall also be established by the School Board at the organizational meeting. Following the organizational meeting, the School Board may proceed with its regular meeting agenda.
- III. Procedures for Organizational Meeting.

The following procedures shall be followed for the School Board's annual organizational meeting:

1. At the outset of the meeting, the Chairman At-Large shall announce the organizational meeting.
2. The Prince William County School Board shall elect a Vice Chairman. The position of Vice Chairman shall rotate each year to enable multiple members of the School Board to serve in such capacity. A member of the School Board who has served as Vice Chairman shall only be eligible to serve as Vice Chairman if all other members of the School Board have had an opportunity to serve in that capacity or have declined a nomination.

The Chairman At-Large shall open the election by stating, "Nominations are now in order for Vice Chairman of the Prince William County School Board for the calendar year." (The Chairman At-Large follows normal parliamentary procedure until a new Vice Chairman has been elected, at which time the Chairman At-Large announces the election of the new Vice Chairman and may allow for a few brief statements from the Vice Chairman).

3. The Prince William County School Board shall set the annual calendar of regular Prince William County School Board meetings.
4. The School Board shall approve, upon the recommendation of the Superintendent, a designee to attend School Board meetings in the absence

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Annual Organizational Meeting (continued)

or inability of the Superintendent to attend, and who shall be authorized to sign all documents in the absence of the Superintendent.

5. The Superintendent shall recommend a Clerk, and the Prince William County School Board shall appoint a Clerk to the School Board.
6. The Superintendent may recommend a Deputy Clerk, and the Prince William County School Board may appoint a Deputy Clerk to the School Board. The Prince William County School Board shall fix the compensation of the Clerk and any Deputy Clerk.
7. The Prince William County School Board shall require the Clerk and Deputy Clerk each to furnish a *corporate* surety bond conditioned upon the faithful performance and discharge of their duties as such. (The Prince William County School Board shall fix the amount of each bond which shall not be less than \$10,000. The premium for each bond shall be paid by the Prince William County School Board).
8. The School Board shall approve for the upcoming year the appointments of the various school board members to national, state, and local professional organizations, boards, councils, internal board committees, and joint committees with other governmental bodies.

The activities specified above constitute all of the required actions that the Prince William County School Board must take at its annual organizational meeting. Following this portion of the meeting, the School Board may proceed with its regular meeting agenda.

The members of the Prince William County School Board and the Superintendent (or designee) are responsible for implementing and monitoring this policy.

This policy shall be reviewed at least every five years and revised as needed.

Legal Reference: Va. Code § 22.1-76.

Adopted: November 29, 1995

Revised: October 17, 2018

PRINCE WILLIAM COUNTY SCHOOL BOARD