



Board Policy 217: Board Meetings and Appointments

Board of Directors

Organizational Meeting

In odd-numbered years, the IVCCD Board of Directors shall organize at the first regular meeting following the regular school election or at a special meeting called by the Secretary of the Board to organize the Board in advance of the first regular meeting after the canvass for the regular school election. The organizational meeting will immediately follow the adjournment of the regular meeting. The organizational Board meeting will be called to order by the Secretary of the Board.

The first order of business will be to swear into office any new members unless they will have been so sworn previously. The Board will then elect from its membership a Board President and a Board Vice President and appoint a Board Secretary and Treasurer to each serve one-year terms. The Board Secretary and Treasurer, within 10 days after appointment and before entering upon the duties of the office, will be bonded in accordance with Iowa Code 291.2.

In even-numbered years, the Board of Directors shall, at a regular meeting held in December, elect a Board President and Board Vice President and appoint a Board Secretary and Treasurer for a term of one year each in accordance with Iowa Code 279.33.

Whenever a change occurs in the officers noted above, the Board Secretary shall report to the Director of the Department of Education, the County Auditor, and County Treasurer the name and post office address of the Board President, Board Treasurer, and Board Secretary as soon as practicable after the qualification of each in accordance with Iowa Code 291.11.

Board President and Board Vice President

The President of the Board of Directors will preside at all of its meetings and will perform such duties as to sign general and plant fund warrants and drafts, sign all contracts made by the Board, and appear on behalf of the District in all actions brought by or against it unless individually a party, in which case this duty will be performed by the Board Secretary.

The Board Vice President will perform such duties as may be assigned by the Board President or Board of Directors and will serve as Board President pro-tem during the absence of the Board President. In the event both the Board President and Board Vice President are absent, the Board Secretary will serve as temporary chairman for the purpose of selecting a President pro-tem.

Secretary

In the absence of the Board Secretary, the Board shall appoint a Board Secretary pro-tem to perform the duties of the Board Secretary for that meeting only.

Legal Counsel

The Board of Directors, at its organizational meeting, will appoint an Attorney to represent the District and advise the Board.

The Attorney will attend regular and special meetings of the Board when requested and be available for consultation as needed.

The Board's Attorney will be paid on a "time" or "services rendered" basis, at the discretion of the Board.

Date of Review: May 8, 2024

Date of Revision: August 10, 2022

Date of Adoption: February 21, 1977

Legal Reference

Iowa Code 260C.12, 277.28, 279.1, 279.3, 279.5, 279.33, 291.2, 291.11

Related Administrative Rules and Regulations

None

Revision History

March 4, 2020; December 11, 2019; October 9, 2019; September 12, 2018; August 8, 2018; March 8, 2017; March 12, 2014; October 13, 2010; August 12, 2009; October 10, 2001; December 8, 1999; January 13, 1988