

- ( ) Required
- (X) Local
- (X) Notice

**BOARD ORGANIZATIONAL MEETING**

The BOCES Board shall hold an annual organizational meeting during the month of July. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other BOCES employees for the proper management of the BOCES during the upcoming year.

The Board Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

I. Oath of Office

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

II. Election of Board Officers

The Board shall elect a president and 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 District Officers

The Board shall appoint and the Board Clerk administer the oath of office to the following district officers:

- |                           |                  |
|---------------------------|------------------|
| Board Clerk               | Treasurer        |
| Claims Auditor            | Deputy Treasurer |
| Substitute Claims Auditor |                  |

IV. Appointment of Other Positions

The Board shall appoint and establish the stipend (if any) for the following positions:

- |   |  |
|---|--|
| BOCES Attorney                          | External Auditor                       |
| Special Counsels                        | Records Management Officer             |
| Internal Auditor                        | Asbestos Designee                      |
| Records Access Officer                  | Purchasing Agent                       |
| Title IX/Section 504 Hearing Officer(s) | Deputy Purchasing Agent                |
|   | Treasurer(s) of Extraclassroom Account |

V. Bonding of Personnel

The Board will bond the following personnel handling district funds:

Board Clerk	BOCES Attorney as an employee
Claims Auditor	Deputy Claims Auditor
Treasurer	Deputy Treasurer
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/approve:

- a. Official depositories for BOCES funds
- b. Official BOCES newspapers
- c. Ad Hoc and Standing Committee(s) appointments
- d. The date, time and place of regular meetings and notice thereof
- e. The rate for mileage reimbursement
- f. The calendar for the upcoming school year
- g. The official spokesperson for the BOCES
- h. The Executive Officer to sign for the Board all grant applications and other State and Federal Documents not specifically requiring the signature of the Clerk or other official

VII. Authorizations:

- a. of person to certify payrolls;
- b. for the Executive Officer to approve attendance at conferences, conventions, workshops, etc., with designated expenses;
- c. to establish petty cash funds (and to set amount of such funds);
- d. of signatures on checks, to establish accounts, and for claims on behalf of the BOCES;
- e. of person to prepare specifications and open bids;
- f. of Board and BOCES memberships in professional organizations, and selection of official representatives thereto, where applicable;
- g. to offer BOCES employee and officer indemnification under Public Officer's Law §18;
- h. for the Treasurer to invest BOCES funds pursuant to policy 6240.

- Cross-ref:
- 2270, School Attorney
  - 2220, Board Officers
  - 2230, Appointed Board Officials
  - 2310, Regular Meetings
  - 5100, Attendance
  - 5252, Student Activities Funds Management
  - 5300, Code of Conduct
  - 6240, Investments
  - 6650, Claims Auditor

6680, Internal Audit Function

6690, Audit Committee

6770, Personal Property Procurement and Accountability

Ref: New York State Constitution, Article XIII, §1  
General Municipal Law §103(2) (official newspapers)  
Public Officers Law §§10; 13; 30  
Education Law §§1950(4)(j), (k)

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