**Policy: 1210  
Section: 1000 - Board of Directors**

**Annual Organizational Meeting**

At the first regular meeting of the year, the board will elect from among its members a chair/president and a vice chair/president to serve one-year terms. If a board member is unable to continue to serve as an officer, a replacement will be elected immediately. In the absence of both the chair/president and the vice chair/president, the board will elect a president pro tempore who will perform the functions of the chair/president during the latter’s absence.

The superintendent will act as board secretary and perform all the duties as outlined by law. In order to provide a record of the proceedings of each meeting of the board, the superintendent will appoint a recording secretary of the board.

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| Legal References: | RCW 28A.330.010 Board president, vice-president or president pro tempore — Secretary |
|  | RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner |
|  | RCW 28A.330.050 Duties of superintendent as secretary of the board |
|  | RCW 28A.400.030 Superintendent’s duties |
|  | RCW 29A.20.040 Local elected officials, commencement of term of office — Purpose |
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Adoption Date: 9-28-09; Revised Date: 4-26-16

Easton School District