

ANNUAL ORGANIZATIONAL MEETING



File Approved Annual Organizational Meeting Minutes to Epicenter no later than 5 days after approval.



File Approved Annual Organizational Meeting Minutes in Site Manual no later than 5 days after approval.

The annual organizational meeting is held annually. It can either be a special meeting just devoted to the organization of the board or combined with the regular meeting for the month. If the board organizes in a special meeting, this meeting is held just prior to the regular meeting of the board. The organizational meeting should be adjourned. The regular meeting is called to order following the adjournment of the organizational meeting. The following agenda lists those organizational decisions and actions that are required. Each action requires the Board to pass a resolution. In its simplest form, a resolution is composed of the following elements:

- Name of person making motion (it is not necessary to enter the name of the person that seconded the motion)
- Statement of the motion
- Record of the vote

Therefore the resolution would be entered into the body of the meeting minutes as follows:

A motion was made by _____ that National City Bank shall serve as the main depository for funds generated by and on behalf of _____ Charter School. The motion passed with 7 ayes and 0 nays.

A more formal way to handle resolutions is by attaching a separate page to the official minutes that specifically records the motion.

A sample Organizational Meeting Agenda and Checklist to use to determine if all required items were included in the Organizational Meeting follows.