School Board Governance and Operations

Annual Organizational Meeting

The Board holds its organizational meeting in January. The meeting shall be called to order by the Treasurer who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President. Election of a President, Vice-President, Secretary and a Secretary Pro-Tem all whom shall be members of the Board, shall be by a majority of the full board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

The order of business at the annual organizational meeting is as follows:

1. Meeting called to Order by Treasurer
2. Pledge of Allegiance
3. Appointment of Temporary Chairperson
4. Installation of Oath by New Trustees by Temporary Chairperson
5. Nomination and Election of President
6. Nomination and Election of Vice President
7. The Nomination and Election of Secretary
8. Appointment of Secretary Pro-Tem
9. Adoption of the following resolution:

“WHEREAS, school boards are required by Sections 1221, 1222, and 1223 of the School Code of 1976, as amended, the School Board of Adrian Public Schools, Lenawee County, Michigan, does hereby designate Huntington Bank, First Federal Bank, Michigan Liquid Asset Fund, and The Michigan Class Pool, as the depositories for all public monies, including taxes collected, subject to the provisions of the law. The Board of Education directs its Treasurer to deposit all public
monies as determined at the Annual Organizational Meeting or as modified at a subsequent meeting.

10. Approval of the authorization of indicated signatures on checks and of the following accounts:

**First Federal Bank**
- a.) Adrian Public Schools Funds Account – Checking
- b.) Payroll – Checking
- c.) High School Activity Account – Checking and Savings
- d.) Withdrawals, transfers (wire)
  Commercial Paper and Checks

**Michigan Class Pool**
- a) Withdrawals, Transfers (Wire)
  Commercial Paper and Checks

**Huntington Bank**
- a) Withdrawals, Transfers (Wire)
  Commercial Paper and Checks

**Michigan Liquid Asset Fund**
- a.) Withdrawals, Transfers (Wire)

11. Authorization for State and Federal Director to be sign grants on behalf of district.


14. Setting of Time and Place and Regular Board Meeting Dates.

15. Approval of Appointments to Board Standing Committees and Lenawee County Association of School Boards.

16. Direct Secretary to Publish Board Meeting Dates.

17. Adjournment

Legal Reference: School Code of 1976 as amended; MCL 380.11a; 168.301-315; 168.641-642
Adopted: July 8, 1968
Revised: April 3, 1984
Revised: November 19, 1990
       June 18, 2012
       September 28, 2015
       October 8, 2018