

Board Operating ProceduresAnnual Organizational Meeting

An organizational meeting of the Scottsbluff School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board.

1. The Superintendent shall assume the Chair of the meeting for the purpose of electing a Board President.
2. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary, and Treasurer and, if it is determined by the Board of Education to be needed, an ex officio Secretary and Treasurer. Those elected will assume office at the organizational meeting.
3. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If no member receives a majority of votes after 10 ballots the Board member who was the President of the Board during the immediately preceding term shall continue as President. In the event that the previous Board President is no longer a Board member, then the Vice President from the immediately preceding term shall become the President. In the event that both the prior President and Vice President are no longer members of the Board, then the longest tenured Board member shall serve as President. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
4. The President shall assume the Chair immediately upon the President's election.
5. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.
6. The order of business for meeting should be as follows:
 - a. Call to Order and Roll Call
 - b. Oath of office for Most Recently Elected
 - c. Elections:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary

- d. Approval of Committees, Positions, and Designations:
 - i. Consider, Discuss, and Take Action to Elect Recording Secretary to the BOE
 - ii. Consider, Discuss, and Take Action to Select Legal Counsel
 - iii. Consider, Discuss, and Take Action to Select Architect
 - iv. Consider, Discuss, and Take Action to elect Committees as Determined by the BOE
 - v. Consider, Discuss and Take Action to Select Depository Bank(s)
 - vi. Consider, Discuss and Take Action to ~~Select District Newspaper(s) of Record~~ designate the method of advance notice of Board meetings.
 - e. Approval of Current Board Policies and Regulations
7. Dissemination to Each Board Member of Conflict of Interest Statutes

Legal Reference: [Neb. Rev. Stat. § 79-564](#)
[Neb. Rev. Stat. §§ 77-2350 and 77-2350.01](#)

Date of Adoption: August 9, 2021
Date of Revision: ~~January 13, 2025~~ July 13, 2026

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

The following members voted against the same: _____

The following members were absent or not voting: _____

The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Scottsbluff Public Schools

BY: _____
President

Attest:

Secretary