

ANNUAL ORGANIZATIONAL MEETING, ELECTION OF OFFICERS

At the first regular meeting at which newly elected board members are seated in election years and at the first regular meeting in December in non-election years, the board will elect from among its members a President, and a Vice President to serve one-year terms. Additionally, members will be appointed to the following liaison positions: liaison to the Port Gamble S'Klallam & Port Madison Suquamish Tribal Councils, liaison to the City of Poulsbo, liaison to the Kingston Community, and liaison to WIAA. The officer and liaison positions will serve one-year terms. A newly appointed board member will not be eligible to serve as an officer unless a majority of the board has been appointed.

If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the president and the vice president, the board will elect a president pro tempore who shall perform the functions of the president during the latter's absence.

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

In election years at the same meeting, a WSSDA legislative representative will be elected to serve a two-year term.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected board members by the president.
2. Call for nominations for president to serve during the ensuing year.
3. Election of a president (roll call vote).
4. Assumption of office by the new president.
5. Call for nominations for vice president to serve during the ensuing year.
6. Election of vice president (roll call vote).
7. Call for nominations for WSSDA legislative representative to serve the next two years; and
8. Election of a WSSDA legislative representative (roll call vote)
9. Call for board members to fill liaison positions to include:
 - a. Liaison to the Port Gamble S'Klallam and Port Madison Suquamish Tribal Council,
 - b. Liaison to the City of Poulsbo,
 - c. Liaison to the Kingston Community Advisory Committee,
 - d. Liaison to WIAA.
8. Advance a motion for the slate of liaison positions.
9. Call a voice vote to accept appointments for liaison positions.

Policies shall continue from year to year and board to board until and unless the board changes them.

Legal References: RCW 28A.330.010 Board president, vice president or president pro

	RCW 28A.330.020	tempore -- Secretary. 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
Cross References	1225	School Director Legislative Program
Management	April 2017 Issue	
Resources		

Revised: June 22, 2017
Revised: January 22, 2015
Revised: February 13, 2014
Revised: January 26, 2006
Revised: January 13, 2005
1000 Series Adopted March 11, 1999
North Kitsap School District

Position Description:**North Kitsap School Board (NKSB) Liaison to the Washington Interscholastic Activities Association**

Purpose: communicate, assure support and a strong working relationship between the Activities and Athletic Programs and the NKSB in meeting the WIAA Mission: “Strengthening all student for life through participation in excellent, fair, safe, and accessible activities.”

Qualifications: Elected by the NKSB

Duties:

1. review WIAA guidelines with the North Kitsap School District Athletic Director
2. meet with the Athletic Coordinators at each school site
3. provide the opportunity for the Athletic Director to provide updates and/or changes to WIAA rules/guidelines.
4. work with the Athletic Director in preparing and presenting an annual Athletics and Activities Report to the NKSB

**NORTH KITSAP SCHOOL BOARD (NKSJ)
LIAISON TO THE PORT GAMBLE S'KLALLAM TRIBE**

Position Description

Purpose: Communicate, foster goodwill, and assure support and a strong working relationship between both the School District and the Port Gamble S'Klallam Tribe.

Qualifications: **Appointed** by the North Kitsap School Board.

- Duties:**
1. Attend a Tribal Council meeting within 30 days after being elected.
 2. Be proactive in bringing issues to the attention of Tribal Council.
 3. Attend Tribal Council meetings twice a year or when invited.
 4. Attend ITED and ITPEC meetings when appropriate or invited.
 5. Meet at least once annually with the Tribal Chairperson or their designee.
 6. Meet at least quarterly with the Associate Director of Learning Support Programs.
 7. Attend Native American programs and activities sponsored through the school district and/or the Tribe.
 8. Introduce and visit the Native American Program Staff at the school sites.
 9. Visit the Wolfle Summer Experience.

Position Description:**North Kitsap School Board (NKSb) Liaison to the Poulsbo City Council**

Purpose: communicate, foster goodwill, assure support and a strong working relationship between both groups

Qualifications: Elected by the NKSb

Duties:

1. attending Council meetings starting within 30 days after being elected
2. have a goal of attending the Poulsbo City Council meetings at least once a month
3. strive to accurately represent the positions and wishes of the NK School Board
4. visit the Mayor and/or City Council members as needed
5. regularly inform the NKSb about City of Poulsbo's activities that affect NKSD
6. encourage a yearly joint meeting

Position Description:**North Kitsap School Board (NKSB) Liaison to the Kingston Community**

Purpose: communicate, foster goodwill, and assure support and a strong working relationship between the School District and the Kingston Community

Qualifications: Appointed by the NKSB

Duties:

1. Develop a listing of Kingston community groups where it may be beneficial to communicate (e.g. Kingston Economic Development Council, Kingston Commons Foundation, Kingston Rotary,...) define points of contact for each group
2. Have a goal to attend meetings of Kingston Community Advisory Council 1-3 times per year and actively promote the positive work of the district
3. Strive to accurately represent the positions and wishes of NK School Board
4. Regularly inform NKSD about Kingston Community activities and goals that affect NKSD
5. Encourage and coordinate an annual Kingston Community forum to foster relationships between Kingston Community and the NK School Board