



# Forest Ranch Charter School

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## Board Policy – Annual Organizational Meeting

### 1. Purpose

- a. The Forest Ranch Charter School (FRCS) governing board shall hold an annual organizational meeting for the purpose of welcoming members-elect, electing board officers and establishing the calendar of regular meetings for the year.

### 2. Scope

- a. The annual organizational meeting shall be held each year at the next regularly scheduled FRCS board meeting following the third Thursday in May.  
Announcement of outgoing board members and the welcoming of members-elect shall be made in open session during this organizational meeting.
- b. The governing board shall elect the board officers for the upcoming school year in open session during this organizational meeting.
- c. The governing board shall set the date, time and venue of the regular meetings for the upcoming school year during this organizational meeting.
- d. Community representative(s), recommended by the Forest Ranch Community Association (FRCA), shall be selected each year during the FRCA meeting held on the third Thursday in May. Should the selection date of the FRCA change the board shall reevaluate the date of the FRCS annual organizational meeting.
- e. Parent representative(s), recommended by the FRCS parents, shall be selected within 15 days prior to the date set for the annual organizational meeting.
- f. A teacher representative, selected by the FRCS teachers, shall be chosen within 15 days prior to the date set for the annual organizational meeting.

### 3. Responsibilities

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- a. It is the responsibility of the Board Chair to designate a nominating committee at least thirty (30) days prior to the election date, preferably during the regularly scheduled March meeting.
- b. The nominating committee shall give at least thirty (30) days notice to the Forest Ranch Community Association and the parents and teachers of FRCS of the need to hold an election and confirm/set the election date.
- c. The Executive Director shall develop and follow procedures ensuring that parent and teacher elections are held fairly and in a manner consistent with board policy. The Executive Director shall be responsible for reporting parent and teacher election results to the governing board
- d. The nominating committee shall be responsible for reporting the FRCA selection results to the governing board.

#### 4. Adoption

- a. This board policy was originally reviewed and adopted by the Forest Ranch Charter School governing board on January 19, 2010.
- b. This board policy was most recently reviewed by the Forest Ranch Charter School governing board on May 31, 2022
- c. The next annual review will occur on or before May 31, 2023.