



File BBC-E

ORGANIZATIONAL MEETING AGENDA

Pre-Inaugural Meeting

1. Meeting called to order by the Secretary-Treasurer.
2. Confirmation of the election results by the Returning Officer. (Election years only)
3. Nominating Committee Report.
4. Completion of **Disclosure of Personal Interests** form. (See BBF-E2) (Election years only)
5. Completion of **Oath of Office** by elected Trustees. (See BBE-E) (Election years only)

Inaugural Meeting

1. Clarification of Board officers election procedure:
 - a) voting by secret ballot;
 - b) appointment of scrutineers (Supervisor of Business and Finance, and Assistant Superintendent);
 - c) ballots to be destroyed.
2. Presentation of the report from the Pre-Inaugural Meeting.
3. Election of the Chair by majority vote.
4. Election of the Vice-Chair by majority vote.
5. Motion to accept the slate of officers and committee members.
6. The new Chair assumes responsibility for the meeting.
7. Invocation (Election Years only).
8. Adjournment