

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
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### **Organization Meeting**

The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the meeting by the Board Secretary. The organization meeting shall be a regular meeting.<sup>[1][2][3][4]</sup>

### **Order**

The organization meeting shall be called to order by the current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.<sup>[2][5]</sup>

At the organization meeting, the temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.<sup>[2][9]</sup>

### **Officers**

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.<sup>[3]</sup>

The President of the Board shall preside at all meetings of the Board and shall have a vote on motions placed before the Board for action. The President shall sign on behalf of the Board such documents as may require his/her signature. In addition, the President shall represent the Board in deliberations with other boards, districts or agencies, unless another member of the Board is so designated.<sup>[5][6]</sup>

The Vice-President shall perform all duties of the President, when acting in that capacity.<sup>[7]</sup>

2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer

may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.[3]

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The cost of the bond shall be paid out of the funds of the district. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[10][11][12]

The Treasurer's duties shall be to review all receipts and expenditures, and to sign jointly with the Secretary and the President all checks, after the Board has made expenditure authorizations.[13]

3. The school directors shall, during the month of May in every fourth year, elect a Secretary and Assistant Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.[3]

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[14][15][9]

The Secretary shall keep an accurate record of all Board business in the Board minutes book.[8]

The Secretary shall sign all papers that require the signature of the Board.[8]

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[16][3]

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of those present and voting.[17][18]

### **Appointments**

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.[19][20]
2. Solicitor.[16][21]
3. Assistant Secretary.[22]
4. Independent auditor.[23]
5. Delegates to a state convention or association of school directors.[24]
6. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.[17][18]

### **Resolutions**

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

1. Depositories for school funds.[25]
2. Newspaper(s) of general circulation as defined in law.[26]
3. Normal day, place and time for regular meetings.[4]
4. Normal day, place and time for open committee meetings.

### **Board Committees**

The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.[18][27]

Committees shall consist of at least three (3) members.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees, and who shall appoint the Superintendent as an ex-officio member of all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee, prepare minutes of open committee meetings and be appointed by the President.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board shall develop Board Operations Guidelines that describe the duties and establish procedures for the operation of standing committees.

### **Consultants**

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act

solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

Legal

1. 24 P.S. 401
2. 24 P.S. 402
3. 24 P.S. 404
4. 24 P.S. 421
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 24 P.S. 433
9. 24 P.S. 321
10. 24 P.S. 436
11. 24 P.S. 438
12. Pol. 811
13. 24 P.S. 439
14. 24 P.S. 431
15. 24 P.S. 432
16. 24 P.S. 324
17. PA Const. Art. VI Sec. 7
18. Pol. 006
19. 24 P.S. 508
20. 24 P.S. 683
21. 24 P.S. 406
22. 24 P.S. 434
23. 24 P.S. 2401
24. 24 P.S. 516
25. 24 P.S. 621
26. 24 P.S. 106
27. 65 Pa. C.S.A. 701 et seq

Last Modified by Stephanie Kessler on March 7, 2017