

PENN MANOR SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: September 13, 2010

REVISED: April 18, 2011

	<p>005. ORGANIZATION</p>
<p>SC 401, 402, 404, 421</p>	<p>Section 1. <u>Organization Meeting</u></p> <p>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 proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
<p>SC 402, 426</p>	<p>Section 2. <u>Order</u></p> <p>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.</p>
<p>SC 321, 402</p>	<p>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.</p>
	<p>Section 3. <u>Officers</u></p> <p>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.</p>
<p>SC 404</p>	<p>a. 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.</p>

SC 404	<p>b. 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 shall not be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>
SC 404	<p>c. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and shall not be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>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.</p>
	<p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p>
SC 324, 404	<p>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.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>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.</p>
	<p>Section 4. <u>Duties Of Officers</u></p>
	<p>a. President</p>
SC 426, 427	<p>The President shall preside at all regular meetings of the Board. S/He may call special meetings at any time, provided there is proper notification and advertisement of such meetings. S/He shall call a special meeting whenever so requested, in writing, by any three (3) members of the Board. Should s/he fail or refuse to do so, a special meeting may be called at any time by a majority of the members of the Board.</p>
	<p>The President shall appoint all committees designated as organizational committees of the Board, and shall act as an ex-officio member of all Board committees.</p>

SC 427	<p>The Board President shall be the executive officer and as such, s/he together with the Secretary, when directed by the Board, shall execute any and all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the Board, requiring the signature of the President.</p> <p>S/He shall, after the Board has acted on and approved any bill or account for the payment of money, sign an order on the Treasurer for the payment of the same. S/He shall in no case, except as this section otherwise provides, sign any order for any sum unless the same has first been acted upon and approved by the Board, and the amount thereof and the payment of amounts owing under any contracts which shall previously have been approved by the Board, and by the prompt payment of which the district will receive a discount or other advantage, may be signed without the approval of the Board having been secured. All such orders shall be presented to the Board at its next meeting.</p> <p>The President shall perform such other duties as the Board may direct and as pertain to his/her office.</p>
SC 428	<p>b. Vice-President</p> <p>In the absence of the President, the Vice-President shall preside at all meetings, call special meetings whenever so requested by any three (3) members of the Board, and when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board, and perform all other duties imposed on the President.</p>
SC 439, 440, 442	<p>c. Treasurer</p> <p>The Treasurer shall perform those duties as set forth in law. The Treasurer may request the Business Manager to assist the Treasurer in the performance of those duties.</p>
SC 433	<p>d. Secretary</p> <p>The Board Secretary shall sign all legal documents on behalf of the school district and shall be responsible for working with the Business Manager in executing the business affairs of the school district.</p>

<p>SC 621</p> <p>SC 106</p> <p>SC 421</p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 006</p>	<p>Section 6. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p> <ul style="list-style-type: none">a. Depositories for school funds.b. Newspaper(s) of general circulation as defined in law.c. Normal day, place and time for regular meetings.d. Normal day, place and time for open committee meetings. <p>Section 7. <u>Board Committees</u></p> <p>The Board President 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.</p> <p>When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p> <p>In order to perform its duties with responsibility and efficiency, the Board may be composed of standing committees with stated duties and may authorize such special committees as are deemed necessary. The Board shall perform its duties as a Committee of the Whole if standing committees are not used.</p> <p>When appointed, special committees shall report recommendations to the Board for appropriate action. A special committee shall be dissolved after its report has been made and acted upon by the Board.</p> <p>Standing committees may be named as follows:</p> <ul style="list-style-type: none">a. Budget.b. Finance.c. Transportation.d. Judicial Review.
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Standing committees shall consist of at least three (3) members. The first named shall be chairperson.

Standing committees shall meet to consider matters referred to them or coming under their jurisdiction, and shall submit a report at the next Board meeting.

No action of any standing committee shall be binding upon the Board unless such committee has been previously empowered. Such powers may not include any of the discretionary powers of the Board.

The Board President shall receive notice of all committee meetings and, as an ex-officio member, may attend and vote.

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

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

Section 8. Consultants

From time to time, on the recommendation of the Superintendent, the Board may appoint, retain or employ persons for consulting or other professional services to the school district. Consulting services may be either on a per diem or contractual basis.

Consultants shall have no administrative authority over any facet of the schools, but shall act solely as advisers to the Board and its officers and employees. Such services may be provided from professions other than education as well as from the educational profession.

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Board Policy – 006, 811