

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 19, 2003

REVISED: March 13, 2017

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 404, 421	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.
	Section 2. <u>Order</u>
SC 426	The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. 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.
SC 402	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.
	Section 3. <u>Officers</u>
	Election of officers shall be by a majority vote of the members. 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.
SC 404	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.
SC 426, 427	The President shall: <ol style="list-style-type: none"> 1. Preside at all meetings of the Board and vote on motions placed before the Board for action.

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	<p>2. Sign on behalf of the Board such documents as may require his/her signature.</p> <p>3. Represent the Board in deliberations with other boards, districts, or agencies, unless another member of the Board is so designated.</p> <p>4. Appoint all committees, unless otherwise specified by the Board, call special meetings, and perform all other duties as prescribed by law.</p>
<p>SC 428</p>	<p>The Vice-President shall perform the duties of the President when acting in that capacity.</p>
<p>SC 404</p>	<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 may be a member of the Board.</p>
<p>SC 436, 438 Pol. 811</p>	<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>
<p>SC 404</p>	<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 may be a member of the Board.</p>
<p>SC 431, 432 Pol. 811</p>	<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>SC 404</p>	<p>Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.</p> <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> <p>Section 4. <u>Appointments</u></p> <p>The Board shall have the authority to appoint:</p>
<p>SC 508, 683</p>	<p>a. A real estate tax collector, where a real estate tax collector is not elected to collect real estate taxes, there is a vacancy, or an elected real estate tax collector refuses to qualify.</p> <p>b. A delegate and alternate delegate to the Allegheny North Tax Collection Committee for the purpose of governing the collection of earned income taxes.</p>

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SC 1410	c. School physician(s).
SC 1410	d. School dentist(s).
SC 324, 406	e. Solicitor.
SC 2401	f. Independent auditor.
SC 516	g. Delegates to a state convention or association of school directors.
SC 406, 1089	h. Assistants, clerks and other employees the Board deems necessary.
SC 406	<p>The Board shall appoint a qualified attorney as the solicitor for the district, who shall have the following responsibilities:</p> <ul style="list-style-type: none"> a. Duties and responsibilities to be rendered in consideration of the yearly compensation set by the Board: <ul style="list-style-type: none"> 1. Attend the regular meetings of the Board and other meetings when requested. At these meetings, the solicitor shall act as a counselor to the Board. 2. Render a written opinion on any legal question when requested by the Board. 3. Prepare or supervise the preparation of all legal papers and documents, which shall be executed by the officers of the Board. 4. Provide to the Superintendent or designee such opinions or other legal information that may be necessary for the immediate or long range of conduct of the affairs of the district. b. Duties and responsibilities for which the solicitor may charge from time to time additional sums of money on the basis of the usual and customary charges for such service: <ul style="list-style-type: none"> 1. Represent the district in all litigation to which the district may be a party or in which it is interested. 2. Examine, upon the purchase of any real estate by the district, the abstract or preliminary report of title, as the case may be, render a written opinion concerning the same, and represent the Board in the purchase or sale of any real estate. 3. Handle such other matters that it may deem proper and advisable.

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SC 514	<p>The compensation for the solicitor shall be set by the Board.</p> <p>Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of those present and voting.</p>
SC 621 SC 106 SC 421	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate a:</p> <ul style="list-style-type: none">a. Depository(s) 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 6. <u>Committees</u></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>Members shall be appointed by the President.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Board committee shall be convened by a chairperson, who is appointed by the President.</p> <p>Board members shall be permitted and encouraged to attend all committee meetings whether a member or not. The agenda for all committee meetings shall be sent to all Board members.</p> <p>The committees, working in conjunction with the Superintendent, shall primarily act in a fact-finding and advisory capacity.</p>

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<p>School Code 106, 324, 401, 402, 404, 405, 406, 421, 426, 434, 436, 438, 508, 514, 516, 621, 683, 1089, 1410, 2401</p> <p>Board Policy 006, 811</p>	<p>There is no legislative power within the committee structure. The action of any committee shall not be binding on the Board as a whole, except where specifically empowered by a majority of the Board in advance.</p> <p>Recommendations of the committees shall be presented to the Board for action in accordance with the regular order of business. Any member of the Board may make recommendations or motions on any subject, whether or not considered by the committee.</p> <p>Committees with duties outside the district, such as the A.W. Beattie Career Center, shall inform the Board of the activities of the groups.</p> <p>Standing committees, working in conjunction with the Superintendent, shall research, develop and recommend for adoption Board policies, which pertain or relate to designated areas of responsibility.</p> <p>Standing committees may be added, deleted, and/or modified by a majority vote of the school directors.</p> <p>The President may appoint, as soon after the organization meeting as practicable, members of the Board to the following standing committees, where they shall serve a term of one (1) year:</p> <ul style="list-style-type: none">a. Transportation Committee.b. Personnel Committee.c. Facilities Committee.d. Finance Committee.e. Educational Programs Committee.f. Technology Committeeg. Student Affairs Committee.h. Policy and Legislative Affairs Committee. <p>Ad hoc committees may be created, changed and assigned a fixed termination date, which may be extended by the President or a majority of the school directors present at any meeting at which the need for a committee becomes evident.</p> <p>Members of committees shall serve until the committee is discharged.</p>
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