

**HAMPTON  
TOWNSHIP  
SCHOOL DISTRICT**

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 19, 2003

REVISED: September 9, 2019

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|                       | 006. Local Board Procedures  |
| 65 P.S. 701 et seq    | <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, including group rules shall generally govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures. The purpose of the rules is to facilitate the business of the Board and to ensure full and fair debate and discussion of any issue before it. Rules may be suspended by proper motion, or action taken by consent of the members, apart from strict adherence to the rules.</p> |
| SC 422                | <p>Section 2. <u>Quorum</u></p> <p>A quorum for a regular voting meeting shall be five (5) Board members. No business shall be transacted at such a meeting without a quorum.</p>  |
| SC 405, 426, 427, 428 | <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>   |
| 65 P.S. 703, 709      | <p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>   |
| 65 P.S. 703, 709      | <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>  |

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| 65 P.S. 703, 709             | b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.   |
| 65 P.S. 703, 709             | c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.   |
| 65 P.S. 703                  | d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.   |
| 65 P.S. 709                  | e. Notice of all public meetings shall be given to any newspaper(s) circulating in Allegheny County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.   |
| SC 423                       | Notice of all rescheduled and special Board meetings shall be hand delivered to the home of Board members, except in the case of executive session.   |
| 65 P.S. 701 et seq<br>SC 421 | <p data-bbox="453 1018 841 1050">Section 5. <u>Regular Meetings</u></p> <p data-bbox="453 1094 1516 1163">Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p data-bbox="453 1203 602 1234">a. Agenda</p> <p data-bbox="501 1274 1536 1455">It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each school director at least forty-eight (48) hours before the meeting.</p> <p data-bbox="453 1495 740 1526">b. Order Of Business</p> <p data-bbox="501 1566 1516 1635">The order of business for regular meetings shall be as follows, unless altered by the President:</p> <p data-bbox="558 1675 1060 1858">         Call to order – Flag Salute<br/>         Roll Call<br/>         Approval of minutes of past meeting(s)<br/>         Questions or comments from floor<br/>         Approval of payment of bills       </p> |

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| <p>65 P.S. 701 et seq<br/>SC 426</p> <p>Pol. 903<br/>65 P.S. 701 et seq</p> | <p>Treasurer’s Report:<br/>General Fund<br/>Activity Fund<br/>Cafeteria Fund<br/>Board President’s Report<br/>Superintendent’s Report<br/>Solicitor’s Report<br/>Committee Reports<br/>Adjournment</p> <p>The order of business may be altered or suspended at any meeting by a majority vote of those present.</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>The order of business for special meetings shall be as follows unless altered by the President:</p> <p>Call To Order – Flag Salute<br/>Roll Call<br/>Announcement<br/>Reading of Notice of Meeting<br/>Transaction of business for which meeting was called<br/>Adjournment</p> <p>Section 7. <u>Hearing of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p> <p>Section 8. <u>Voting</u></p> <p>Voting shall be as specified in the School Code or otherwise in accordance with the Plurality rule [see DiGiacinto v. Allentown, 485 Pa. 436 (1979)], generally being a majority vote of those Board members present and voting.</p> |
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| <p>SC 324</p> | <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>The yeas and nays upon votes taken shall be entered on the record on all questions called by the President.</p> <p>Members of the Board shall be polled by alphabetical rotation of last name, with the exception of the presiding officer, who shall be the last member polled.</p> <p>Any Board member may request that a previously cast vote be changed, if such request is made prior to consideration of the next order of business.</p> <p>Abstentions shall be recorded as such.</p> <p>The Board member may append, at the time of casting the vote, a statement indicating the reason for the vote.</p> <p>a. The following actions require the unanimous consent of all remaining members of the Board:</p> <ol style="list-style-type: none"> <li>1. Appoint as attorney or solicitor of the Board a former school director who has served for two (2) consecutive terms of four (4) years and has resigned his/her office before the expiration of the term for which the director was elected.</li> <li>2. Appoint as secretary to the Board of a district of the second class a former school director who has resigned his/her office before the expiration of the term for which the director was elected.</li> </ol> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> |
| <p>SC 609</p> | <ol style="list-style-type: none"> <li>1. Transfer, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.</li> </ol>  |
| <p>SC 634</p> | <ol style="list-style-type: none"> <li>2. Incur a temporary debt or borrow money upon such obligation.</li> </ol>   |
| <p>SC 687</p> | <ol style="list-style-type: none"> <li>3. Add or increase appropriations or incur <del>incur</del> a temporary debt to meet an emergency or catastrophe.</li> </ol>   |
| <p>SC 324</p> | <ol style="list-style-type: none"> <li>4. Elect to a teaching position a former school director who has resigned before the expiration of the term for which the school director was elected.</li> </ol>  |

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| SC 707        | 5. Convey land or buildings to certain charities and other public agencies without following prescribed valuation procedures or with more favorable financing.                               |
| SC 803        | 6. Adopt or change textbooks without the recommendation of the Superintendent.   |
| SC 1129       | 7. Dismiss, after a hearing, a tenured professional employee.  |
| SC 640        | 8. Borrow in anticipation of current revenue.  |
| SC 508        | c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:<br><br>1. Fixing the length of school term.                               |
| Pol. 108      | 2. Adopting textbooks recommended by the Superintendent.   |
| SC 1071, 1076 | 3. Appointing the district Superintendent and Assistant Superintendent.<br><br>4. Appointing teachers and principals.  |
| Pol. 604      | 5. Adopting the annual budget.   |
| Pol. 005, 606 | 6. Appointing tax collectors and other appointees.   |
| Pol. 605      | 7. Levying and assessing taxes.<br><br>8. Purchasing, selling, or condemning land.   |
| Pol. 107      | 9. Locating new buildings or changing the location of old ones.<br><br>10. Adopting planned instruction.   |
| SC 621        | 11. Establishing additional schools or departments.  |
| SC 621        | 12. Designating depositories for school funds.   |
| SC 621        | 13. Expending district funds.  |
| Pol. 610      | 14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements). |
|               | 15. Fixing salaries or compensation of officers, teachers, or other appointees of  |

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|              | the Board.  |
| SC 224       | 16. Combining or reorganizing into a larger school district.  |
|              | 17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit. |
| SC 514, 1080 | 18. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.   |
| SC 212       | 19. Adopting a corporate seal for the district.   |
| SC 702       | 20. Determining the location and amount of any real estate required by the school district for school purposes.   |
| SC 708       | 21. Vacating and abandoning property to which the Board has title.  |
| SC 1503      | 22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.                               |
| Pol. 004     | 23. Removing a school director.   |
| Pol. 004     | 24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.   |
| Pol. 005     | 25. Removing an officer of the Board.   |
| Pol. 005     | 26. Removing an appointee of the Board.   |
| Pol. 003     | 27. Adopting, amending or repealing Board policy or procedure.  |
|              | 28. Creating or increasing any indebtedness.  |
| SC 687       | 29. Authorizing the transfer of any unencumbered balance, or portion thereof, from one class of expenditure to another during the last nine (9) months of the fiscal year.                              |
| SC 708       | 30. Appointing a school director to fill a vacancy on the Board.  |
| SC 426       | 31. Calling a special meeting when the Board President has failed to do so after written request of three (3) members of the Board.   |

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| <p>65 P.S. 706<br/>SC 518</p> | <p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li>a. The classification (regular, special, committee), date, place and time of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. A notification of the presence or absence of the Superintendent and a notation of other staff members.</li> <li>e. A record of any corrections to the minutes of the previous meetings and the action approving them.</li> <li>f. A record of all communications presented to the Board.</li> <li>g. A record of each motion placed before the Board.</li> <li>h. A record of any reports of Board members or staff members.</li> <li>i. The substance of all official actions.</li> <li>j. Actions taken.</li> </ul> |
| <p>65 P.S. 705</p>            | <ul style="list-style-type: none"> <li>k. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>l. The names of all citizens who appeared officially and the subject of their testimony.</li> <li>m. Subject marginal notation for ready reference to each paragraph.</li> </ul>   |
| <p>SC 407</p>                 | <p>The minutes shall be permanently filed for reference purposes.</p> <p>Minutes shall be provided to each Board member in time for adequate review prior to the regular Board meeting, at which time they shall be approved or amended.</p> <p>All reports requiring Board action, resolutions, agreements and other written documents may be made a part of the minutes by reference, and placed in the files as a permanent record.</p>  |

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| <p>SC 433</p>                        | <p>The approved minutes of the Board must be shown to the public upon request; however, original records may not be removed from the administrative office.</p> <p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved at the next regular meeting and signed by the Board Secretary.</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.</p> <p>Section 10. <u>Recess/Reconvene</u></p>  |
| <p>Pol. 006<br/>65 P.S. 703, 709</p> | <p>The Board may at any time recess and reconvene at a specified date and place, upon the majority vote of those present. The reconvened meeting shall take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p> <p>Section 11. <u>Executive Session</u></p>   |
| <p>65 P.S. 707, 708</p>              | <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ol style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. Purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li> <li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li> <li>f. Matters related to school safety and security, the disclosure of which, if conducted in public, would be reasonably likely to impair the effectiveness of school safety measures; or would create a reasonable likelihood of jeopardizing</li> </ol> |



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|                           | <p>the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility, or information storage system.</p> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p>   |
| <p>65 P.S. 701 et seq</p> | <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.</p> |
| <p>65 P.S. 703, 709</p>   | <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p>   |
| <p>65 P.S. 703, 709</p>   | <p>Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the committee.</p>   |
| <p>65 P.S. 701 et seq</p> | <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, committee meetings shall be open to the public, other Board members and the Superintendent.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.</p>                                      |