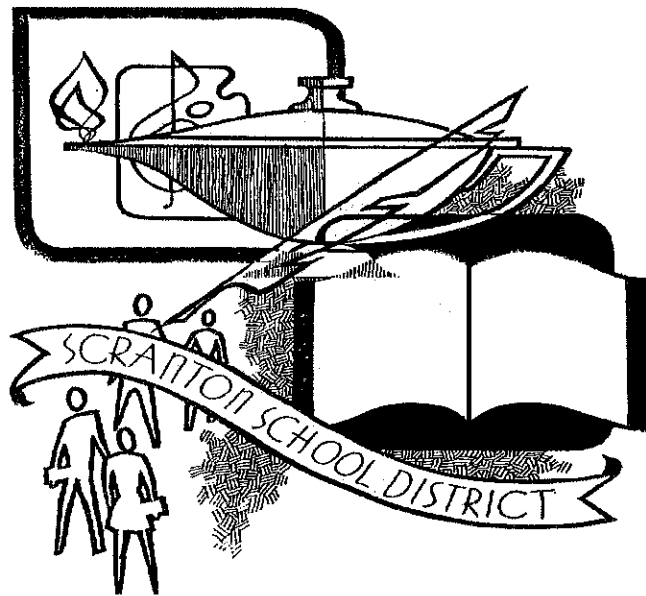


SCHOOL DISTRICT OF THE CITY OF SCRANTON



**Rules for the
Board of School Directors
2022 Edition**

SCRANTON CITY
BOARD OF SCHOOL DIRECTORS

~ President ~

Tara Yanni

~ Vice-President~

Ro Hume

Danielle Cheseck

Sarah Cruz

Catherine Fox

Katie Gilmartin

Ty Holmes

Sean McAndrew

REGULAR MEETINGS OF THE BOARD, FIRST MONDAY OF EACH MONTH AT 7:00 P.M.

PUBLIC WORK SESSIONS OF THE BOARD, LAST MONDAY OF EACH MONTH AT 7:00 P.M.

WORK SESSIONS AND COMMITTEE MEETINGS ARE HELD VIA ZOOM. REGULAR BOARD MEETINGS ARE
HELD AT SCRANTON HIGH SCHOOL, 63 MUNCHAK WAY, SCRANTON, PA 18508.

OFFICES OF THE SCRANTON SCHOOL DISTRICT
ADMINISTRATION BUILDING
425 NORTH WASHINGTON AVENUE
SCRANTON, PA 18503-1305
PHONE: (570) 348-3400

Superintendent – **Melissa McTiernan** - (570) 348-3465

Business Manager – **Pat Laffey** - (570) 348-3496

Solicitor – **Attorney John Audi** - (570) 654-2210

Secretary to the Board – **Virginia Orr** - (570) 348-3423

NOTICE FOR REGULAR AND SPECIAL MEETINGS

The regular meetings of the Board shall be held the *first* Monday of the month at 7:00P.M. except during January, July and August, at which time they will be held at the call of the chair.

Special meetings may be called at any time by the President, and in case the President shall neglect or refuse to call special meetings when requested in writing by 3 or more members, such meetings may be called by a majority of the legally qualified and acting members of the Board. In all cases of special meetings, not less than 24 hours notice shall be provided stating the time and place of holding the meeting and also the business to be transacted at the meeting thus called. No business shall be transacted other than the business stated in the call. Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized under law.

RULES OF ORDER

The following rules of order are adopted to aid in the transaction of business. They consist, mainly, of some of the plainest provisions of parliamentary law.

1. A quorum being present, precisely at the hour to which the board stands adjourned, the President shall take the chair, call the members to order and proceed to business.
2. Should a quorum be assembled at the hour appointed, the President be absent, the vice-President shall act instead. If neither person is present, President pro tempore shall be elected by a plurality of those present to preside at that meeting only or until the President shall appear.
3. No business shall be transacted at a meeting without a quorum, but the board members present at such meeting may adjourn to another time.
4. **ORDER OF BUSINESS AND COMMITTEES – Regular Board Meetings**
 1. Call To Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Solicitor's Report
 5. Superintendent's Report
 6. Report from Student Representatives
 7. Report from PSBA Representative
 8. Public Comment
 9. Approval of Minutes
 10. Committee Resolutions
 11. New Business
 12. President's Report
 13. Adjournment

5. ORDER OF BUSINESS - Special Meetings

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcement
5. Reading of Notice of Meeting
6. Transaction of Business for Which Meeting Was Called
7. Adjournment

COMMITTEES:

- B. BUDGET AND FINANCE – *Budget, Real Estate and Leases*
- C. COMMUNITY RELATIONS – *Intergovernmental and Public Relations*
- D. EDUCATION – *Education, Technology and Vocational Ed*
- E. OPERATIONS – *Buildings & Grounds, Health & Safety and Athletics & Stadium*
- F. PERSONNEL – *Personnel and Labor Relations*
- G. POLICY – *Policy and Legislative*
- H. SPECIAL EDUCATION
- I. VENDOR RELATIONS – *Purchasing, Food Services and Transportation*

6. It shall be the duty of the President at all times, to preserve order, and to endeavor to conduct all business before the board with propriety and dispatch.
7. The President may speak to points of order in the preference to other members, and shall decide question of order; subject to an appeal to the board by any two members.
8. The President, as such, has no casting vote; his/her right is to vote on every question by virtue of his/her membership.
9. A motion made must be seconded, and then repeated distinctly by the President or read aloud before it is debated, and every motion shall be reduced to writing if the President or any member requires it.
10. Any member who shall have made a motion shall have liberty to withdraw it, with the consent of his/her second, before any debate has taken place thereon, but not after debate is had without leave being granted by the board.
11. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement.
12. A motion once voted down cannot be renewed at the same meeting of the board without consent of a majority on the vote on the original question.
13. A motion for reconsideration can only be entertained when made and seconded by members who were in the majority on the vote on the original question.

14. An amendment may be moved on any motion, and shall be decided before the original motion; but no more than one amendment to an amendment shall be entertained.
15. If a motion under debate is composed of two or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two members may have it divided and a vote taken on each part.
16. When any business is brought regularly before the board, the consideration of the same cannot be interrupted except by a motion – for adjournment, to lie on the table, for the previous question, for postponement, for commitment, or for amendment.
17. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the board is voting on another question or while a member is addressing the board.
18. The previous question cannot be moved by less than three members rising for that purpose, and when thus called, all debate shall be precluded, yet the call for the previous question shall not be cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the main question.
19. A motion for postponement precludes commitment, and a motion for commitment precludes amendment or decision on the original subject.
20. When a blank is to be filled the question shall be first taken on the largest sum, the greatest number, and the remotest day.
21. On questions of order, adjournment, postponement, commitment or the previous question, no member shall speak more than once, on all other questions each member may speak twice, but not more often without express leave being granted by the board, this shall be at the discretion of the President.
22. If the previous question be decided in the negative the effect shall be to arrest the discussion and produce an indefinite postponement.
23. No member shall be interrupted while speaking, unless he/she is out of order, or for the purpose of correcting mistakes or misrepresentations.
24. No member in the course of debate shall be allowed to indulge in personal reflections.
25. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the President to call him/her out of order.
26. If any member considers him/herself aggrieved by a decision of the chair, it shall be his/her privilege to appeal to the board, and the vote on such appeal shall be taken without debate.
27. Members should not decline to vote on any question without reasons specified in the Ethics Act, School Code or other lawful purpose.

28. It shall be the duty of the President to appoint all committees, except when the board may decide otherwise.
29. The person first named on any committee shall be considered the chairperson thereof, whose duty it shall be to convene the committee, and in case absence or inability to act, the second named member shall take his/her place and perform his/her duties.
30. When the President has commenced taking a vote no further debate or remark shall be admitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the President shall recommence taking the vote.
31. Any two members may require the recording secretary of the yeas and nays on any question.
32. The first person recognized by the President as desiring to speak has the right to the floor.
33. The members of the Board shall be divided into seventeen committees; said committees are to be found in paragraph 4, above. The President of the Board shall also be a member ex-officio of all committees.

The department committees shall have the oversight of the department or schoolwork to which their titles respectively apply, and all administrative business of the schools shall be sub-divided among such departments. In the event of any question arising with respect to the department to which any matter of business pertains, or any difference of opinion between committees as to which has charge of the same, the matter shall be referred to the President for temporary action and to the Board for permanent assignment at its next meeting.

To each committee shall be referred in first instance all complaints which may be presented to the Board or any member thereof respecting the conduct of any officer, employee or subordinate in its department, and any defective or insufficient service therein. All complaints shall be considered by such committee and acted upon by denial or by references of the same to the board at its discretion.

34. When any committee shall be equally divided in opinion respecting any subject, the report shall be made in accordance with the vote of the chairman. Minority reports may be submitted by members of the committee.
35. All meetings of the Scranton School Board whether of a public nature or of Executive Session for purposes of discussion shall be open to all press, radio, television, and other media, except those meetings specifically called for the purpose of discussing collective bargaining agreements, in negotiating contracts with School District employees and their respective union leadership; Meetings called to deal with personnel problems and/or discipline; Meetings called to lease or acquire land; Meetings called to consult with an attorney or other professional advisor regarding information or strategy in connection with litigation or issues on which identifiable complaints are expected to be filed; Meetings called to review and discuss agency business which, if conducted in public, would violate a lawful privilege protected by law, including matters relating to investigations of the law and quasi-judicial deliberations.

36. All such meetings described above shall be duly called in accordance with the Sunshine Laws of the Commonwealth of Pennsylvania and never in violation of the Sunshine Act, Act 84 of 1986.
37. All Bills after being approved by the heads of the various departments shall be laid before the Board for approval.
38. Amendments may be made to the rules at any regular meeting of the Board by a two-thirds vote, provided notice is given at the previous meeting of the proposed change.
39. Roberts Rules of Order shall obtain if matters of business cannot be disposed of in accordance with the above published rules, 1 through 36, excepting that all roll call votes shall be made alphabetically to alternate in the reverse order every other time, with the chairman voting last in each instance.
(12-175)
40. The Board Secretary shall deliver to the local news media and also post on the Scranton School District website, prior to any **regular** Board Meeting a copy of the agenda for the meeting.
41. Visiting delegations may address the Board on any agenda item. A maximum of three (3) minutes shall be allotted to any speaker.

Should any non-agenda items be considered by the Board, visiting delegations shall be permitted reasonable time for input at the time these items may be under consideration.
42. Board members accepting campaign contributions from an employee or vendor of the school district shall be governed by the Ethics Act (65 Pa. C.S.A. 1101 et seq) and campaign laws.

Additional Resources:

Policy 000. Board Policy/Procedure/Administrative Regulations

Policy 002. Authority and Powers

Policy 003. Functions

003-BOG-0. Development of Board Procedures/Policy

003-BOG-1. Board Procedure/Policy Development Process

003-BOG-2. Policy Deliberation Questions

003-BOG-3. Exception to Board Policy/Administrative Regulation

003-BOG-4. Request for Exception to Board Policy

003-BOG-5. Request for Exception to Administrative Regulation

Policy 004. Membership

004.BOG-0. Statement of Financial Interests

004.BOG-1. Filling a Board Vacancy

004.BOG-2. Board of School Directors Application Form

004.BOG-3. Reimbursement for Expenses

004-BOG-4. Expense Report

004-BOG-5. Student Representative to School Board

004-BOG-6. Application for Student Representative

004-BOG-7. Oath of Office Certificate

Policy 005. Organization

005-BOG-0. Duties of Board Officers

005-BOG-1. Board Standing Committees

005-BOG-2. Functions of Standing Committees

Policy 006. Meetings

006-BOG-0. Notice of Board Meetings

Policy 006.1 Attendance at Meetings Via Electronic Communications

Policy 007. Policy Manual Access

Policy 011. Principles for Governance and Leadership

Policy 827. Conflict of Interest