

A.W. BEATTIE CAREER CENTER

SECTION: JOINT COMMITTEE
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: March 25, 1999

REVISED &

APPROVED: March 25, 2021

	005. ORGANIZATION
SC 401, 402, 404, 421	<p>Section 1: <u>Organization Meeting</u></p> <p>The A.W. Beattie Career Center Joint Operating Committee (JOC) shall meet and re-organize annually during the month of December. Notice of the time and place of the re-organization meeting shall be given to all JOC members by email at least five (5) days before the meeting by the Executive Director. The re-organization meeting shall precede the regularly scheduled meeting.</p>
SC 402, 426	<p>Section 2: <u>Order</u></p> <p>The re-organization meeting shall be called to order by the current President or Vice-President of the outgoing JOC or any hold-over member of the JOC. The Solicitor shall preside over the election of the JOC President. The JOC Recording Secretary shall be the secretary of the meeting.</p>
Pol. 010	<p>During the annual re-organization meeting all JOC members will annually prescribe to the Principles of Governance and Leadership.</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 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>
SC 404	<p>a. The JOC membership shall annually, during the month of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>
SC 404	<p>b. The JOC membership shall annually, during the month of May, elect a Treasurer from their members or employ an individual or corporation duly qualified and legally authorized to transact fiduciary business in the Commonwealth. The Treasurer shall serve for one (1) year beginning the first day of July from after such election. The Business Manager shall handle the daily functions of the Treasurer for the Career Center.</p>

<p>SC 436, 438 Pol. 811</p>	<p>The Treasurer shall be compensated in the manner and at the rate determined by the JOC. An individual or firm outside of the organization retained as Business Manager/Treasurer will be required to furnish a bond in accordance with law and JOC approval.</p>
<p>SC 404, 431, 432</p>	<p>c. The JOC 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. The elected Secretary serves as an official signature for the JOC and the Career Center. The JOC will utilize a non-JOC member as a Recording Secretary.</p>
<p>SC 324, 404</p>	<p>Vacancies in any office shall be filled by JOC election; such officers shall serve for the remainder of the unexpired term.</p> <p>The same JOC member may not hold more than one (1) office of the JOC. No commissioned officer or professional employee of the JOC shall serve, temporarily or permanently, as an officer of the JOC.</p>
<p>PA Const. Art. VI Sec 7 Pol. 006</p>	<p>Officers of the JOC serve at the pleasure of the JOC and may be removed from such office by the affirmative vote of a majority of those present and voting.</p>
<p>SC 324, 406</p>	<p>Section 4: <u>Appointments</u> The JOC shall have the authority to appoint:</p>
<p>SC 2401</p>	<p>a. Solicitor.</p>
<p>SC 516</p>	<p>b. Independent auditor.</p>
	<p>c. Delegates to a state convention or association of school directors.</p>
	<p>d. Other appointments the JOC deems necessary.</p>
<p>PA Const. Art. VI Sec 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the JOC and may be removed from such appointment in accordance with the provisions of law.</p>
	<p>Section 5: <u>Resolutions</u></p>
	<p>The JOC may at the re-organization meeting, but shall prior to July 1 next following, designate:</p>
<p>SC 621</p>	<p>a. Depositories for school funds.</p>
<p>SC 106</p>	<p>b. Newspaper(s) of general circulation as defined by law as available.</p>
<p>SC 421</p>	<p>c. Normal day, place and time for regular meetings.</p>
	<p>d. Normal day, place and time for open committee meetings.</p>

65 Pa. C.S.A.
Sec. 701 et seq
Pol. 006

- e. Normal day, place and time for executive sessions of the JOC.

Section 6: JOC Committees

The JOC has the authority to approve JOC committees. JOC committees authorized to take official action or render advice on Career Center business shall operate in accordance with the provisions of the Sunshine Act.

- Committees shall not include a majority of the membership of the JOC.
- Members shall be appointed by the President:
 - Who shall serve as an ex-officio member on all committees.
 - Who shall appoint the Executive Director as an ex-officio member of all committees.
- A member may request or refuse appointment to a committee.
- Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
- Each JOC committee shall be convened by a chairperson who is appointed by the President and who shall report for the committee.
- As soon after the re-organization meeting as practicable, the President may appoint members of the JOC to the following standing committees, where they shall serve a term of one (1) year:
 1. Organization and Curriculum
 2. Personnel
 3. Finance
 4. Buildings and Grounds
 5. Policy
 6. Legislative
 7. Public Relations
- 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 JOC shall develop JOC Operation Guidelines that describe the duties and establish procedures for the operation of standing committees.

Section 7: Consultants

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

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

A consultant has no administrative authority over any facet of the Career Center, but shall act solely as advisor to the JOC officers and employees.

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

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.

JOC Policy - 006, 811