

Lower Merion School District

Policy No.: 002
Section: LOCAL BOARD PROCEDURES AND GOALS
Title: SCHOOL BOARD ORGANIZATION
Date Adopted: 11/20/2017
Date Last Revised: 1/27/2026; 1/25/2021; 3/16/2020

002 SCHOOL BOARD ORGANIZATION

Officers

The officers of the Board of School Directors shall consist of a President, a Vice-President, a Secretary, and a Treasurer. The officers shall have the powers and duties as established elsewhere in the Local Board Procedures and in law.

A. President

A President shall be elected at the Board's Organization Meeting held annually for a term of one year. The President must be a voting member of the Board.

B. Vice-President

A Vice-President shall be elected at the Board's Organization Meeting held annually for a term of one year. The Vice-President must be a voting member of the Board.

C. Secretary

A Secretary shall be elected during the month of May to serve a four-year term beginning the first day of July following such election. The Secretary shall not be a member of the Board. The Secretary shall furnish a bond in accordance with law if one is required by law and with the approval of the Board prior to entering upon the duties of Secretary. The Secretary may be compensated in such a manner and at a rate as the Board shall determine at its sole discretion.

D. Treasurer

A Treasurer shall be elected during the month of May to serve a one-year term beginning the first day of July following such election. The Treasurer shall not be a member of the Board. The Treasurer may be an individual or any corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.

The Treasurer shall furnish a bond in accordance with law and with the approval of the Board prior to entering upon the duties of Treasurer. The Treasurer may be compensated in such a manner and at a rate as the Board shall determine at its sole discretion.

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E. Assistant Secretary

At the Board's discretion, an Assistant Secretary may be elected at the Board's Organization Meeting held annually for a term of one year. The Assistant Secretary shall not be a member of the Board and shall not be compensated absent express action by the Board.

F. Eligibility for Office

The same Board member 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. Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of Pennsylvania school laws, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of Board members.

Organization Meeting

The Board shall meet and organize annually during the first week in December. The Board Secretary shall give notice of the time and place of the Organization Meeting to all Board members by mail at least five (5) days before the proposed meeting. The Organization Meeting shall be a regular meeting conducted pursuant to Local Board Procedure 007 except as set forth in this Local Board Procedure.

Order

The Organization Meeting shall be called to order by the temporary President, who shall be the senior holdover member of the Board. In case of a tie, absent agreement between or among members with equal tenure on the Board, the Superintendent or designee will randomly select a temporary President. 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. In election years, the Board Secretary shall present the certificates of election of all recently elected or re-elected Board members. The temporary President, or other person authorized by law to administer oaths, shall administer the oath or affirmation of office to recently elected or re-elected Board members who have not previously taken the oath or affirmation of office.

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Election of President

The temporary President, after convening the Organization Meeting and following the administration the oath of office to any new members, shall request nominations from the floor for Board President. Any Board member may call out a nomination. No seconds are necessary. The temporary President recognizes each nomination by repeating who has been nominated. Members may decline nomination.

When it appears that every Board member who wishes to make a nomination has done so, the temporary President shall ask if there are any other nominations. If none are offered, the temporary President shall request a motion to close nominations. Once such a motion is seconded and passed, the nominations shall be closed. Any Board member may also offer a motion to close nominations prior to the temporary President requesting such a motion.

Unless only one candidate is nominated, the election shall be conducted by written ballot with the Secretary receiving and, recording and announcing the vote of each Board member. The vote continues until one candidate receives a majority vote of the full Board. A candidate may withdraw after any vote is announced. If the leading vote getter withdraws, the election process is repeated from the beginning. The Secretary announces the results of the President election and the newly-elected President assumes the chair of the meeting.

If only one candidate is nominated, the election shall proceed as a voice vote.

The election of a President during any other meeting shall be conducted as set forth above except that the sitting President, or in the President's absence, the Vice-President, shall preside over the meeting until the election of the new President.

Election of Vice-President

At the December Organization Meeting or at any other time the position of Vice-President becomes vacant, the President shall request nominations from the floor for Board Vice-President. Any Board member may call out a nomination. No seconds are necessary. The President recognizes each nomination by repeating who has been nominated. Members may decline nomination.

When it appears that every Board member who wishes to make a nomination has done so, the President shall ask if there are any other nominations. If none are offered, the President shall request a motion to close nominations. Once such a motion is seconded and passed, the nominations shall be closed. Any Board member may also offer a motion to close nominations prior to the President requesting such a motion.

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The election shall be conducted in the same manner as the election for President.

Election of Other Officers

The procedure for election of all other Board officers, including Treasurer and Secretary, shall be by voice vote.

Vacancies in Offices

Vacancies in any office shall be filled by the Board, and such appointed officers shall serve for the remainder of the unexpired term.

Appointments

Appointees of the Board may be removed from office at the pleasure of the Board except where prohibited by law or contract.

Resolutions

The Board may, at the Organization Meeting, but shall, prior to the July 1 immediately following the Organization Meeting, designate a:

- 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.

Committees

When specifically charged to do so by the Board, committees of the Board ("Board Committees") shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board. In the absence of unusual or exigent circumstances, items to be placed on a public Board meeting agenda shall first be discussed and be the subject of recommendation by a Board Committee if a Board Committee exists with jurisdiction over the item. It is not required that an item be recommended for approval by a Board Committee for the item to be placed on the Board agenda.

Board Committees shall not include a majority of the membership of the Board. The Board President or their designee may serve as a temporary member of any committee if needed to achieve a quorum at a committee meeting.

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A member may request or refuse appointment to a Board Committee.

Refusal to serve on any one Board Committee shall not be grounds for failure to appoint a member to another Board Committee.

Each Board Committee shall be convened by a chairperson, who shall report for the Board Committee.

The President may appoint, at the Organization Meeting, or as soon after the Organization Meeting as practicable, members of the Board to the standing Board Committees set forth in the accompanying Administrative Regulation, where they shall serve a term of one (1) year.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President. Members of ad hoc committees shall serve until the ad hoc committee is discharged.

Student Representatives

The Board President may appoint high school student representatives recommended by the Superintendent to serve on Board Committees, including the Board Education Committee, in order to provide a means for students to offer insight on the Board's work from a student perspective. The Board President will determine which Board Committees, if any, will have a student representative assigned to them.

The student selection process, if any, shall be determined by the Superintendent or designee in consultation with the Lower Merion and Harriton High School building principals. Student representatives appointed to a Board Committee serve at the discretion of the Board, but generally for a period of one (1) school year.

Student representatives, if any, may speak on all agenda items and are encouraged to be active participants in their respective meetings. Student representatives will not be considered voting members of the Board or any Board Committee, and will not have access to District records beyond that afforded to the general public. Additionally, student representatives may not participate in executive or information sessions of the Board or a Board Committee, or discussions involving confidential student or staff matters.

Upon invitation from the Board President, student representatives may be invited to attend Regular Business and other Board meetings and to be seated with the Board members at such meetings in order to observe the Board's work and/or speak at designated times on issues from the perspective of students.