

Book	Policy Manual
Section	(A) LOCAL BOARD
Title	Policy A105 - Organization
Code	A105
Status	Active
Adopted	October 14, 1981
Last Revised	April 9, 2014
Last Reviewed	April 9, 2014

Policy Number: A105
Title: Organization
Section: Local Board Procedures
Organization

I. Officers

The officers of the Joint Committee 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 Joint Committee's Organization Meeting held annually for a term of one year. The President must be a voting member of the Joint Committee. The President shall preside at all meetings of the Joint Committee. S/he shall preserve order, enforce the Joint Committee's rules of order in the conduct of its meetings, and perform other duties as directed by law, State Department of Education regulations, and by this Joint Committee.

The usual duties of the Joint Committee President as presiding officer shall be as follows:

S/he shall call the meeting to order at the appointed time.

S/he shall conduct the business to come before the meeting in its proper order.

S/he shall assign the floor to members who desire to speak. Once s/he has recognized the right of a member to the floor, it shall be her/his duty to protect the speaker from disturbances or interference.

Insofar as possible, s/he shall explain what the effect of a motion would be if it is not clear to every member. S/he shall make certain that members are informed as to what business is pending.

S/he shall restrict discussion to the question before the Joint Committee.

S/he shall answer all parliamentary inquiries and decide points of order and questions of privilege as soon as they arise.

S/he shall put motions to a vote, state definitely and clearly the vote and the result thereof.

S/he shall sign all documents or orders necessary to carry out the will of the Joint Committee.

S/he shall appoint special committees as s/he and the Joint Committee find necessary.

S/he shall be spokesperson for the Joint Committee at all times except as this responsibility is specifically delegated to others.

The President shall retain the right to present, discuss, and vote on all motions. In the event of an emergency, the President has the authority to act for the Joint Committee and to report such action to the Joint Committee at the next meeting of the Joint Committee for approval.

B. Vice-President

A Vice-President shall be elected at the Joint Committee's Organization Meeting held annually for a term of one year. The Vice-President must be a voting member of the Joint Committee. In the absence of the President, the Vice-President shall serve as the presiding officer over all meetings and perform such other duties as designated for the president.

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. EASTERN's Recording Secretary shall serve as Assistant Secretary for the Joint Committee as part of his/her regular duties. The Secretary, or, in the absence of the Secretary, the Assistant Secretary, shall perform the following duties:

S/he shall keep a correct and proper record of all the proceedings of the Joint Committee and shall prepare such reports and keep such accounts as are required by the Joint Committee.

S/he shall, after the Joint Committee has acted on and approved any bill or account for the payment of money authorized by law, prepare and sign an order on the treasurer for the payment of the same. S/he may prepare and sign orders on the treasurer for the payment of which the school will receive a discount or other advantage, without the pre-approval of the committee.

S/he shall attest, in writing, to the execution of all transactions to be executed by the Joint Committee.

S/he shall furnish, whenever requested, any or all reports concerning school affairs on such form and in such manner as the Department of Education or the Secretary of Education may require.

S/he shall be the custodian of all the records, papers, office property, and official seal of the school, and at the expiration of his/her term, shall turn the same over to his/ her successor.

S/he shall keep accurate accounts of all receipts from participating school districts and other sources of revenue.

S/he shall perform such other duties pertaining to the business of the school as are required by this act or as the committee may direct.

The secretary shall maintain a calendar of meetings and discussion topics as prepared by the Director and/or the Joint Committee.

The Secretary shall be compensated in such a manner and at a rate as the Joint Committee shall determine unless the Secretary is a member of the Board in which case they shall serve for no compensation.

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 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 Joint Committee prior to entering upon the duties of Treasurer. The Treasurer shall be compensated in such a manner and at a rate as the Joint Committee shall determine unless the Treasurer is a member of the Board in which case they shall serve for no compensation.

The Treasurer shall receive all State appropriations and other funds belonging to EASTERN and make payments out of the same on proper orders approved by the Joint Committee signed, by the President. The Treasurer may pay out such funds on orders which have been prepared and signed by the Secretary, signed by the President, without the approval of the Joint Committee first having been secured, for the payment of amounts owing under any contracts which shall previously have been approved by the Joint Committee, and by the prompt payment of which EASTERN will receive a discount or other advantage. The Treasurer shall deposit the funds belonging to EASTERN in the designated depository, if any, as directed by the Joint Committee, and shall at the end of each month make a report to the Secretary of the Joint Committee, of the amount of funds received and disbursed by him or her during the month.

The Treasurer shall perform such other acts and duties pertaining to EASTERN as the Joint Committee may direct, or as may be required by law, and at the end of the Treasurer's term the Treasurer shall promptly pay over to his or her successor in office the balance of any and all money remaining in his hands, and shall deliver to him all books, accounts, and other property of EASTERN.

E. Eligibility for Office

The same Joint Committee member may not hold more than one(1) office of the Joint Committee. No commissioned officer or teacher employed by EASTERN shall serve, temporarily or permanently, as an officer of the Joint Committee. Officers of the Joint Committee 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 Joint Committee members.

II. Organization Meeting

The Joint Committee shall meet and organize annually as part of regularly scheduled December meeting. Notice of the time and place of the organization meeting shall be given to all members of the Joint Committee by mail at least five days before the proposed meeting by the Secretary of the Joint Committee. The organization meeting shall be a regular meeting.

III. Order

At the December reorganization meeting, the senior continuous holdover member of the Joint Committee shall be designated the temporary President. In case of a tie, absent agreement between or among members with equal tenure on the Joint Committee, a coin flip will be held between (or, if applicable, a series of coin flips will be held among) Joint Committee members with equal Joint Committee tenure to determine the temporary President.

In election years, the Joint Committee Secretary shall present the certificates of election of all recently elected or re-elected Joint Committee members.

In preparation for the election of officers at the annual reorganization meeting in December, a Nominating Committee shall be appointed by the President in October of each year. This committee shall recommend the nomination for the President and Vice President.

The report of the Nominating Committee shall be made prior to elections at the organization meeting during the first week of December.

A. Election of President and Vice-President

The temporary President, after convening the organization meeting shall entertain a motion to approve the nominations for President and Vice President as made by the Nominating Committee. If the motion is seconded and approved by a majority of the members of the Joint Committee, then the election is concluded and the individuals elected assume the offices of President and Vice President respectively.

If the motion to approve the nominations for President and Vice President as made by the Nominating Committee is not approved by a majority of the members of the Joint Committee, then the elections of President and Vice President proceed as set forth below.

The temporary President shall request nominations from the floor for Joint Committee President. Any Joint Committee 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 Joint Committee 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 Joint Committee member may also offer a motion to close nominations prior to the temporary President requesting such a motion.

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

Election of 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.

The newly-elected President shall then request nominations from the floor for Joint Committee Vice-President. Any Joint Committee 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 Joint Committee 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 Joint Committee member may also offer a motion to close nominations prior to the President requesting such a motion.

The election shall be conducted by voice vote with the Joint Committee Secretary receiving and recording the vote of each Joint Committee member. The vote continues until one candidate receives a majority vote of the full Joint Committee. A candidate may withdraw after any vote is announced. If the leading vote-getter withdraws, the election process is repeated from the beginning. The Joint Committee Secretary announces the results of the Vice-President election.

B. Election of Other Officers

The procedure for election of all other Joint Committee officers, including Treasurer and Secretary, shall be the same as the procedure used for President and Vice-President set forth above. The Nominating Committee for these offices shall be appointed prior to the meeting at which the election is held.

C. Vacancies in Offices

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

IV. Appointments

The Joint Committee shall appoint:

a school solicitor

a recording secretary

an independent auditor

such other appointees, assistants, clerks and employees as the Joint Committee deems proper

Absent a Joint Committee resolution or contract to the contrary, appointments are to be made annually at the regular May meeting with terms to commence on July 1 for a term of one year and may be compensated in the amount and manner specified by the Joint Committee.

Absent a Joint Committee resolution or contract to the contrary, appointees of the Joint Committee may be removed from office at the sole discretion of the Joint Committee.

V. Resolutions

The Joint Committee shall at the regular May meeting:

designate a depository for school funds

designate a newspaper printed in the County

designate a day, place and time for regular meetings

VI. Committees

Committees of the Joint Committee members shall, when specifically charged to do so by the Joint Committee, conduct studies, make recommendations to the Joint Committee and act in an advisory capacity, but shall not take action on behalf of the Joint Committee.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees.

Each committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

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

Adopted: 10/14/81

Revised: 12/10/03

Revised: 4/09/14