Title: **Organization**
Code: 005
Book: Policy Manual
Section: 000 Local Board Procedures

Organization Meeting

The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board of School Directors by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.[1]

Order

The organization meeting shall be called to order by the President, who shall preside over the election of a temporary President from among the hold-over members of the Board. The Secretary of the Board shall be secretary of the meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared by the Secretary of the Board.[2]

The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.[3]

Officers

Election of officers shall be by a majority of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one year.

2. The school directors shall annually, during the month of May, elect a treasurer who shall serve for one (1) year beginning the first day of July after such election. The treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and s/he may be a member of the Board.[4]

   The school treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The school treasurer shall be compensated in such a manner and at a rate as the Board shall determine.[5][6]

3. The school directors shall, during the month of May in every fourth year, elect a secretary who shall serve a term of four years beginning the first day of July following such election.

The same school director may not hold more than one (1) office of the Board. No 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 the school laws of the Commonwealth, 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 those present and voting.[4][7][8]

Appointments

The Board shall appoint:

1. a tax collector, where a tax collector is not elected to collect taxes, or where there is a vacancy or where an elected tax collector refuses to qualify[9]

2. school physician[10]

3. school dentist[10]

and the Board may appoint:

1. a school solicitor[11][12]

2. such other assistants, clerks and employees as the Board deems proper.[11]

Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee so 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 school directors.[8]

Resolutions

The Board may at the organization meeting but shall prior to July1 next following:

1. designate a depository for school funds.[13]

2. designate a newspaper of general circulation as defined in accordance with law.[14]

3. designate a normal day, place and time for regular meetings.[2]

4. designate a normal day, place and time for open committee meetings.

Committees

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

Committees shall consist of no more than four (4) members.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees and who shall appoint the Superintendent 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 Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President, as soon after the organization meeting as practicable, members of the Board to standing committees where they shall serve a term of one year.

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: **October 21, 1981**

Legal References:

- 1. 24 P.S. 401
- 2. 24 P.S. 421
- 3. 24 P.S. 402
- 4. 24 P.S. 404
- 5. 24 P.S. 436
- 6. 24 P.S. 438
- 7. 24 P.S. 405
- 8. 24 P.S. 514
- 9. 24 P.S. 683
- 10. 24 P.S. 1410
- 11. 24 P.S. 406
- 12. 24 P.S. 324
- 13. 24 P.S. 621
- 14. 24 P.S. 106