LENAPE TECHNICAL SCHOOL

SECTION: JOINT OPERATING COMMITTEE PROCEDURES

TITLE: MEETINGS

ADOPTED: November 19, 2009

REVISED: May 19, 2016; October 8, 2019
November 18, 2021; March 19, 2026

006. MEETINGS

Parliamentary Authority

All Joint Operating Committee meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised shall govern the Joint Operating Committee in its deliberations in all cases in which it is not inconsistent with law, state regulations, or Joint Operating Committee procedures. [1][2]

Quorum

A quorum shall consist of a majority of the members of the Joint Operating Committee. No business shall be transacted at a meeting without a quorum, but the members present at such a meeting may adjourn to another time.[3]

Presiding Officer

The Chairperson shall preside at all meetings of the Joint Operating Committee. In the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall act instead. If neither person is present, a Joint Operating Committee member shall be elected Chairperson pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[4][5][6][7]

Meeting Notifications

Notice of all **open** meetings of the Joint Operating Committee meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Joint Operating Committee and the posting of such notice at the administrative offices of the Joint Operating Committee.[8][9]

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[8][9]

2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[8][9]

3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[8][9]

4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.[8]

5. Notice of all **open** meetings shall be given to a newspaper circulating in Armstrong County and any radio or television station which so requests. Notice of all **open** meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[9]

Notice of all rescheduled and special meetings shall be given to Joint Operating Committee members no later than twenty-four (24) hours prior to the time of the meeting.[9][10]

Agenda Notifications

The agenda, together with all relevant reports shall be provided to each Joint Operating Committee member prior to the meeting.

The school shall publicly post the agenda for all open meetings of the Joint Operating Committee or committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[9]

1. **On the school's website.**
2. **At the location of the meeting.**
3. **At the school's administrative office.**

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[9]

Agenda Preparation

It shall be the responsibility of the Administrative Director to prepare an agenda of the items of business **anticipated** to come before the Joint Operating Committee at each **open** meeting.

Order of Business

The order of business for regular meetings **and special meetings called for general purposes** shall be as follows, unless altered by the Chairperson or a majority of those present and voting:

Call to Order
Pledge of Allegiance
Roll Call
Remarks by visitors on agenda items
Executive Session (as needed)
Approval of minutes
Reports/Correspondence
Personnel
Finance
Curriculum/Conferences and Textbooks
Building and Grounds
Policy/Legislative
Miscellaneous
FYI
Date of Next JOC meeting
Remarks by visitors on items not included on the agenda
Adjournment

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Joint Operating Committee may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Joint Operating Committee business is raised by a resident or taxpayer of a participating district during a meeting:[11][12]

1. **The Joint Operating Committee may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Joint Operating Committee meeting agenda; or**

2. **If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Joint Operating Committee may take official action on the matter.**

Majority Vote – During a meeting, the Joint Operating Committee may add a matter of business to the posted agenda by a majority vote of the Joint Operating Committee members present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Joint Operating Committee may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the school's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[11]

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Joint Operating Committee. These requirements and rules do not apply to:[9][11][13]

1. **Conference sessions.**
2. **Executive sessions.**

Regular Meetings

Regular Joint Operating Committee meetings shall be open and shall be held at specified places at least once every two (2) months.[2][14]

Special Meetings

Special meetings may be called for special or general purposes and shall be **open** except when conducted as an executive session for purposes authorized by the law.[2][5][10][15]

The Chairperson may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Joint Operating Committee members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Joint Operating Committee members.[5]

No business shall be transacted at any special meeting except that named in the call sent to Joint Operating Committee members for such special meeting.[10]

Public Participation

At each **open** Joint Operating Committee meeting, prior to official action by the Joint Operating Committee, an opportunity shall be provided for public comment in accordance with law and Joint Operating Committee procedures and policy.[2][21]

Voting By The Joint Board

All actions of the Joint Board shall be by a majority vote of the members of the Joint Board, either in convention or by mail ballot, as selected by the Joint Board; provided, however, that the approval of the annual operating budget shall be conducted in accordance with law, Joint Operating Committee policy and provisions of the Articles of Agreement.[16][17][18]

Voting By The Joint Operating Committee

The Joint Board shall have the power to delegate the operation, administration and management of the school to the Joint Operating Committee, including voting powers, in accordance with law, Joint Operating Committee policy and provisions of the Articles of Agreement.[16][18][19][20]

All motions shall require for adoption a majority vote of those Joint Operating Committee members present and voting, except as provided by statute or Joint Operating Committee procedures.

Abstention from Voting

A Joint Operating Committee member shall be required to abstain from voting when the issues involves either one of the following:

1. Conflict of interest under the Ethics Act.[21][22][23]

   Prior to the vote being taken, the Joint Operating Committee member shall verbally disclose the nature of the conflict in public, and shall also provide the Joint Operating Committee Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Joint Operating Committee minutes as a public record.

   Conflict of interest – use by a public official of the authority of **their** office or any confidential information received **through** holding public office for the private pecuniary benefit of **the public official**, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes **the public official**, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated.[21]

De minimis economic impact – an economic consequence which has an insignificant effect.[21]

Immediate family – parent, spouse, child, brother or sister.[21]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[21]

2. Relative recommended for appointment to or dismissal from a teaching position.[24][25]

   Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Joint Operating Committee is encouraged to seek the guidance of the school solicitor or the State Ethics Commission for questions related to conflicts of interest.[22][23]

Minutes

The Joint Operating Committee shall cause to be made and shall retain as a permanent record of the school, minutes of all **open** Joint Operating Committee meetings. Said minutes shall be comprehensible and complete and shall show:[26][27]

a. Date, time and place of meeting.

b. Names of Joint Operating Committee members present.

c. Presiding officer.

d. Substance of all official actions.

e. Actions taken.

f. Recorded votes, including a record by each individual members of all roll call votes.[16][28]

g. Names of all citizens who appeared officially and the subject of their testimony.

h. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.[9][11]

The Joint Operating Committee Secretary shall provide each Joint Operating Committee member with a copy of the minutes of the last meeting prior to the

next regular meeting.

The minutes of the Joint Operating Committee meetings shall be approved at the next succeeding meeting and signed by the Joint Operating Committee Secretary.[29]

Notations and any tape or audiovisual recordings shall not be the official record of an **open** Joint Operating Committee meeting but may be available for public access, upon request, in accordance with Joint Operating Committee policy. Any notations and/or audiovisual recordings of a Joint Operating Committee meeting shall be retained and disposed of in accordance with the established records retention schedule.[1][30][31]

Recess/Reconvene

The Joint Operating Committee may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Joint Operating Committee policy.[8][9]

Executive Session

The Joint Operating Committee may hold an executive session, which is not an open meeting, before, during, at the conclusion of an **open** meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the **open** meeting prior to or after the executive session.[15][13][32]

The Joint Operating Committee may discuss the following matters in executive session:

a. Employment issues.
b. Labor relations.
c. The purchase or lease of real estate.
d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.
e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
f. School safety and security, of a nature that if conducted in public would:[15]
    i. Be reasonably likely to impair the effectiveness of school safety measures.
    ii. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at

	an **open** meeting. **Work Sessions** The Joint Operating Committee may meet as a Committee of the Whole in an **open** meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with law and Joint Operating Committee procedures.[2] A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the Chairperson. The Chairperson shall call such a meeting when requested to do so by Joint Operating Committee members. Public notice of the meeting shall be made in accordance with law and Joint Operating Committee procedures. The Joint Operating Committee Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with law and Joint Operating Committee procedures.[8][9]

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Legal References
1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 65 Pa. C.S.A. 712.1
12. Pol. 903
13. 65 Pa. C.S.A. 707
14. 24 P.S. 421
15. 24 P.S. 425
16. 24 P.S. 1850.1
17. Pol. 604
18. Articles of Agreement
19. 24 P.S. 1850.3
20. Pol. 002
21. 65 Pa. C.S.A. 1102
22. 65 Pa. C.S.A. 1103
23. Pol. 827
24. 24 P.S. 1111
25. 24 P.S. 1129
26. 24 P.S. 518
27. 65 Pa. C.S.A. 706
28. 65 Pa. C.S.A. 705
29. 24 P.S. 433
30. Pol. 800
31. Pol. 801
32. 65 Pa. C.S.A. 708
65 Pa. C.S.A. 1101 et seq
Pol. 003
Pol. 004
Pol. 005
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