

PLUM BOROUGH SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED:

REVISED: July 31, 2012

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 402, 404, 421	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.
	Section 2. <u>Order</u>
SC 402, 426	The organization meeting shall be called to order by the Secretary of the Board 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 directors prepared by the Secretary of the Board.
SC 321, 402	The temporary President shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed to the same.
	Section 3. <u>Officers</u>
	Election of officers shall be by a plurality vote of 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 (2) candidates who received the greatest number of votes.
SC 404	a. 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 (1) year. No President or Vice-President shall serve more than two (2) consecutive terms.

SC 404, 436, 438 Pol. 811	b. 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 school treasurer shall be bonded.
SC 404	c. The school directors 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.
	Vacancies in any office shall serve for the remainder of the unexpired term.
SC 324, 404 PA Const. Art. VI Sec. 7 Pol. 006	The same school director 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 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 removal has been approved by the affirmative vote of a majority of the full number of school directors.
	Section 4. <u>Appointments</u>
	The Board shall appoint:
SC 508, 683	a. 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.
SC 1410	b. A school physician.
SC 1410	c. A school dentist.
SC 324, 406, 434, 516, 2401	The Board may appoint a school solicitor; an assistant secretary; an independent auditor; delegates to a state convention or association of school directors; and such other assistants, clerks and employees as the Board deems proper.
PA Const. Art. VI Sec. 7 Pol. 006	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.

SC 621	Section 5. <u>Resolutions</u>
SC 106	The Board may at the organization meeting, but shall prior to July 1 next following:
SC 421	<ul style="list-style-type: none"> a. Designate a depository for school funds. b. Designate a newspaper of general circulation as defined in accordance with law. c. Designate a normal day, place and time for regular meetings. d. Designate a normal day, place and time for open committee meetings. e. Designate a normal day, place and time for discussion sessions of the Board.
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>Section 6. <u>Committees</u></p> <p>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.</p> <ul style="list-style-type: none"> a. Committees shall consist of three (3) members. b. Members shall be appointed by the President who shall serve as an ex-officio member on all committees. c. 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. d. Each Board committee shall be convened by a chairperson who shall report for the committee and prepare minutes of open committee meetings. e. The President may appoint, as soon after the organization meeting as practicable, members of the Board to the following standing committees where they shall serve a term of one (1) year: <ul style="list-style-type: none"> 1. Policy. 2. Athletic. 3. Transportation. 4. Facilities.

5. Finance.
6. Personnel.
7. Education & Technology.
8. Food Service and Nutrition.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended from time to time by the President.

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.

Board Policy – 006, 811