



**SECTION: LOCAL BOARD
PROCEDURES AND GOALS**

POLICY: 005

TITLE: ORGANIZATION

ORIGINAL: May 12, 2014

**MOST RECENT REVISION: July 20,
2020**

**LAST REVIEW BY POLICY
COMMITTEE:**

I. PURPOSE

This policy shall describe the mandates and procedures governing the organization of the Board of school directors.

II. DEFINITIONS

None.

III. POLICY

A. Organization Meeting

The Board 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 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.

B. Order

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 Board Secretary shall be secretary of the meeting. The certificates of 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 Board Secretary.

The temporary President or a Montgomery County Judge, if available, shall administer the oath or affirmation of office to such school directors who have not previously taken and subscribed the same.

C. 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 (2) candidates who received the greatest number of votes.

- 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.

- 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 Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and s/he shall not be a member of the Board.
- c. The 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 Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.
- d. The school directors shall, during the month of May in every fourth year, elect a Secretary, who shall not be a Board member, who shall serve a term of four (4) years beginning the first day of July following such election.
- e. The Secretary shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board.

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

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 by the affirmative vote of a majority of those school directors present and voting. for incompetence, 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 and an opportunity for a hearing. Said removal shall be approved by the affirmative vote of a majority of those present provided said number constitutes at least a majority of the quorum.

D. Appointments

The Board shall appoint:

- a. A tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where an elected tax collector refuses to qualify.
- b. School physician(s).
- c. School dentist(s).
- d. A school solicitor, and as needed, special counsel.
- e. An assistant secretary (if needed).
- f. An independent auditor.
- g. Other appointees and employees the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law. Said removal shall be approved by the affirmative vote of a majority of those present and voting.

E. Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

- a. Depositories 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.

F. Ad Hoc Committees

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

Members of committees shall serve until the committee is discharged.

G. Committee of the Whole

The Board of School Directors shall reserve the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. § 1-106
24 P.S. §§ 3-321, 3-324,
24 P.S. §§ 4-401, 4-402, 4-404, 4-406, 4-421, 4-426, 4-431, 4-432, 4-434, 4-436, 4-438
24 P.S. §§5-508, 5-516, 5-514
24 P.S. §§ 6-621, 6-683
24 P.S. § 14-1410
24 P.S. §§ 24-2401, 24-2401.1
PA Const. Art. VI Sec. 7
65 Pa. C.S.A. 701 et seq
Pol. 006