

ST. MARYS AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 8, 2010

REVIEWED: February 12, 2018

005. ORGANIZATION	
SC 401, 402, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 402, 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p>
SC 321, 402	<p>The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>
SC 404	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote 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.</p>
SC 404	<p>a. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</p>
SC 404	<p>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 may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>

SC 404	<p>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, and may be a member of the Board.</p> <p>The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.</p>
SC 431, 432 Pol. 811	<p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p>
SC 324, 404	<p>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.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.</p>
SC 508, 683	<p>Section 4. <u>Appointments</u></p> <p>The Board shall have the authority to appoint:</p> <p>A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.</p>
SC 1410 SC 1410 SC 324, 406 SC 2401 SC 516	<p>a. School physician(s).</p> <p>b. School dentist(s).</p> <p>c. Solicitor.</p> <p>d. Independent auditor.</p> <p>e. Delegates to a state convention or association of school directors.</p> <p>f. Other appointments the Board deems necessary.</p>
PA Const. Art. VI Sec. 7 Pol. 006	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.</p>
SC 621 SC 106 SC 421	<p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</p> <p>a. Depositories for school funds.</p> <p>b. Newspaper(s) of general circulation as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p>

Section 6. Committees

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, 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.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees. The Superintendent shall also serve 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, prepare minutes of open committee meetings and be appointed by the President.

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.

Section 7. Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

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

Board Policy – 006, 811