



Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Number	005
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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 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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The order of business at the organization meeting of the Board shall be as follows:

1. Call to Order.
2. Roll Call.
3. Holdover member of the Board elected President Pro-Tempore by holdover members.
4. Election of a President.
5. President Elect now Assumes Official Duties.
6. Election of a Vice-President.
7. Establish Meeting Dates.
8. Continuation of Policies as Adopted by Previous Board.
9. Adjourn or Recess.

Order

The organization meeting shall be called to order by the ~~past~~ current President or Vice-President of the outgoing Board, or any ~~who shall conduct an election among the~~ hold-over members of the Board, ~~to elect a holdover member of the Board as President pro tempore.~~ A temporary President shall be elected from among the hold-over members of the Board. 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 ~~The President pro tempore shall conduct the election of~~

~~President and then the President Elect shall assume official duties. The certificates of the election or appointment of all new school directors may be read, and a list of the~~ legally elected or appointed and qualified ~~school directors prepared by the~~ Board Secretary members. [2][5]

~~The President pro tempore or a duly elected Magisterial District Judge shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same. At the organization meeting, 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.~~ [6][2]

Additional business shall be conducted in accordance with Board policy. (Pol. 006).

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.

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 (1) year. [3]
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. [3]

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. [7][20][21]

3. 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. [3]

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 other 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 therefor 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 Board members. [9][3][11][22]

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. [12][13]
2. School physician. [14]
3. School dentist. [14]
4. A solicitor. [9][15]
5. An independent auditor. [16]

6. Delegates to a state convention or association of school directors.[\[17\]](#)

7. Such other assistants, clerks and employees as the Board deems proper.[\[15\]](#)

Appointees of the Board may be removed for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee charged shall have been given due notice of the reasons therefor 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.
[\[11\]](#)[\[22\]](#)

Resolutions

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

1. Designate a depository for school funds.[\[18\]](#)
2. Designate a newspaper of general circulation as defined in accordance with law.[\[19\]](#)
3. Designate a day, place and time for regular meetings.[\[4\]](#)
4. Designate a day, place and time for open committee meetings.

Committees

Committees of Board members 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.

Members shall be appointed by the President who shall serve as an ex-officio member on 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.

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:

1. Berks County IU.
2. Berks Career and Technology Joint Operating Committee.
3. Curriculum.
4. [Education Foundation](#)
5. Extracurricular and Student Affairs.
6. Facilities.
7. Finance.
8. Legislative.

9. Others as the situation demands.
10. [Public Relation](#)
11. [Technology](#)
12. [Human Resources](#)

The President shall create ad hoc committees as required or as requested by a majority of the Board, shall name Board members to serve on the committee, and shall dismiss the committee after its assignment is completed.

The Board is committed to a policy of open communication with all district personnel; therefore, a committee/representatives of the Board will meet with a committee/representatives of the **service** [appropriate](#) personnel at least once a year to discuss any area/items of mutual interest or concern.

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.

Legal

1. 24 P.S. 401
2. 24 P.S. 402
3. 24 P.S. 404
4. 24 P.S. 421
5. 24 P.S. 426
6. 24 P.S. 321
7. 24 P.S. 436
9. 24 P.S. 324
11. Pol. 006
12. 24 P.S. 508
13. 24 P.S. 683
14. 24 P.S. 1410
15. 24 P.S. 406
16. 24 P.S. 2401
17. 24 P.S. 516
18. 24 P.S. 621
19. 24 P.S. 106
20. 24 P.S. 438
21. Pol. 811
22. PA Const. Art. VI Sec. 7
- 24 P.S. 431
- 24 P.S. 432
- 24 P.S. 434
- 65 Pa. C.S.A. 701 et seq

Last Modified by Mrs Regina Urso on April 3, 2018