

SECTION: LOCAL BOARD
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 9, 1995

REVISED: February 10, 2005

Palmyra Area School District

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401	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 421	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 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 school directors prepared by the Secretary of the Board.
SC 402	The District Justice shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.
	Section 3. <u>Officers</u>
	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 candidates who received the greatest number of votes.
SC 427	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. The President shall preside at all meetings and shall assume all duties and responsibilities of the presiding officer.

<p>SC 404</p>	<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 s/he may be a member of the Board.</p>
<p>SC 436, 438</p>	<p>The school 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 receive all State appropriations, district school taxes, and other funds belonging to the district and make payments on proper orders approved by the Board.</p> <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. The Secretary shall keep a correct and proper record of all proceedings of the Board. The school directors shall also elect an assistant secretary who will assume the responsibilities of the secretary in his/her absence.</p> <p>Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405, 514</p>	<p>The same school director may not hold more than one (1) office of the Board. No superintendent, assistant superintendent, supervising principal, or teacher shall serve, either temporarily or permanently as an officer of the school board by which he is employed. 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 said removal has been approved by the affirmative vote of a majority of the full number of school directors.</p>
	<p>Section 4. <u>Appointments</u></p> <p>The Board shall appoint or employ:</p>
<p>SC 683</p>	<p>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</p>
<p>SC 1410</p>	<p>b. school physician</p>
<p>SC 1410</p>	<p>c. school dentist</p>
<p>SC 406, 324</p>	<p>d. a school solicitor</p>
<p>SC 406</p>	<p>e. an independent auditor</p>

SC 516	f. delegates to a State convention or association of school directors
SC 406	g. such other assistants, clerks and employees as the Board deems proper.
SC 514	<p>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 officer 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.</p>
<p>Section 5. <u>Resolutions</u></p>	
<p>The Board may at the organization meeting but shall prior to July 1 next following:</p>	
SC 621	a. designate a depository for school funds
SC 106	b. designate a newspaper of general circulation as defined in accordance with law
SC421	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 executive sessions of the Board
<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>	
<p>Members shall be appointed by the President who shall serve as an ex-officio member on all committees.</p>	
<p>A member may request or refuse appointment to a committee.</p>	
<p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p>	
<p>Each Board committee shall be convened by a chairperson who shall report for the committee.</p>	
<p>The President may appoint at the organization meeting or 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:</p>	
<p style="text-align: center;">Buildings and Grounds, Staffing and Administration, Curriculum, Finance.</p>	

	<p>Ad hoc committees may be created, charged, and assigned a fixed termination date which may be extended from time to time by the President, or a majority of the school directors present at any meeting at which the need for a committee becomes evident.</p>
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	<p>Members of committees shall serve until the committee is discharged.</p>
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