

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: JANUARY 17, 2007

REVISED:

# FERNDALE AREA SCHOOL DISTRICT

	<p style="text-align: center;"><b>005. ORGANIZATION</b></p> <p><b>Section 1. <u>Organization Meeting</u></b></p> <p><b>SC 401, 404, 421</b> 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> <p><b>Section 2. <u>Order</u></b></p> <p><b>SC 426</b> 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> <p><b>SC 402</b> 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> <p><b>Section 3. <u>Officers</u></b></p> <p><b>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.</b></p> <p><b>SC 404</b> 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>
SC 431, 432 Pol. 811	<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>
	<p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p>
SC 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>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall have the authority to appoint:</p>
SC 508, 683	<p>a. 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	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>
SC 324, 406	<p>d. Solicitor.</p>
SC 2401	<p>e. Independent auditor.</p>

<p><b>SC 516</b></p> <p><b>PA Const. Art. VI Sec. 7 Pol. 006</b></p>	<p><b>f. Delegates to a state convention or association of school directors.</b></p> <p><b>g. Other appointments the Board deems necessary.</b></p> <p><b>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.</b></p> <p><b>Section 5. <u>Resolutions</u></b></p> <p><b>The Board may at the organization meeting, but shall prior to July 1 next following, designate:</b></p>
<p><b>SC 621</b></p>	<p><b>a. Depositories for school funds.</b></p>
<p><b>SC 106</b></p>	<p><b>b. Newspaper(s) of general circulation as defined in law.</b></p>
<p><b>SC 421</b></p>	<p><b>c. Normal day, place and time for regular meetings.</b></p>
	<p><b>d. Normal day, place and time for open committee meetings.</b></p>
	<p><b>Section 6. <u>Committees</u></b></p> <p><b>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.</b></p> <p><b>A member may request or refuse appointment to a committee.</b></p> <p><b>Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings, and be appointed by the President.</b></p> <p><b>The President may appoint members of the Board to the following standing committees, where they shall serve a term of one (1) year:</b></p> <p><b>a. Building and Grounds Committee.</b></p> <p><b>b. Cafeteria Committee.</b></p> <p><b>c. Education Committee.</b></p> <p><b>d. Finance Committee.</b></p> <p><b>e. Personnel Committee.</b></p>

**f. Student Activities Committee.**

**g. Workshop/Conference Committee.**

**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.**

**References:**

**School Code - 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401**

**Pennsylvania Constitution - PA Const. Art. VI Sec. 7**

**Board Policy - 006, 811**