



Book Policy Manual
Section 000 Local Board Procedures
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Code 005
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Organization Meeting

The school directors 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 school directors by mail (or written electronic means) at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Order

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 school directors. 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 school directors.[\[2\]](#)[\[5\]](#)

The temporary President, a judge, District Justice, or Justice of the Peace may administer the oath or affirmation of office to those school directors who have not previously taken and subscribed to the same.[\[6\]](#)[\[2\]](#)

Officers

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.

1. The Board members shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[\[3\]](#)
2. The Board members 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 shall not be a member of the Board.[\[3\]](#)

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.[\[7\]](#)[\[8\]](#)[\[9\]](#)

3. The Board members 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 shall not be a member of the Board.[\[3\]](#)

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.[\[10\]](#)[\[11\]](#)[\[9\]](#)

4. The Board may, by resolution, appoint an Assistant Secretary who shall, in the absence or disability of the Secretary, perform the duties and exercise the powers of the Board Secretary.[\[12\]](#)

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same Board member 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.[\[13\]](#)[\[3\]](#)

Officers of the Board may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Board, in accordance with applicable law.[\[13\]](#)[\[14\]](#)[\[15\]](#)

Duties of Officers

President -

The President shall:

1. Be the executive officer of the Board; as such s/he, together with the Board Secretary, when directed by the Board shall execute any and all deeds, contracts, warrants to tax collectors, reports, and other papers pertaining to the business of the Board and requiring the signature of the President.[\[16\]](#)
2. Preside at all Board meetings.[\[5\]](#)[\[15\]](#)
3. Call special meetings at any time when requested, in writing, by any three (3) Board members.
4. Appoint all Board committees and be an ex-officio member of each Board committee.
5. Vote on all questions presented for consideration and decision, the same as other Board members.
6. Perform such other duties as the Board may direct and as pertain to his/her office.[\[16\]](#)

Vice President -

In the absence of the President, the Vice President shall:

1. Preside at all Board meetings.
2. Call special meetings when requested in writing by any three (3) Board members and when directed by the Board.
3. Execute any and all deeds, contracts, warrants to tax collectors, and other papers pertaining to the business of the Board when directed by the Board.
4. Perform all other duties imposed on the President.

Treasurer -

The Treasurer shall:

1. Receive all state appropriations, school taxes, and other funds belonging to the school district, and make payment out of the same on proper orders approved by the Board.
2. Deposit funds belonging to the school district in the school depository in the name of the school district, and at the end of each month make a report of such deposits to the Board.
3. Invest school district funds consistent with sound business practice.
4. Ensure the accounts of the Treasurer are audited annually, and settle this account annually with the Board for each school year.
5. Perform such other acts and duties as are required by the School Code or as the Board may direct.

Secretary -

The Secretary shall:

1. Keep a correct and proper record of all proceedings of the Board, prepare reports, and keep such accounts as required.[\[17\]](#)
2. Prepare and sign an order for the payment of bills.
3. Attest in writing the execution of deeds, contracts, reports, and other instruments.
4. Furnish all reports concerning the school affairs of the district as may be required.
5. Maintain general supervision of all business affairs of the school district.
6. Be the custodian of all records, papers, office property, and official seal of the school district.

7. Keep correct accounts of tax receipts and report a statement of the same.
8. Perform such other duties pertaining to the business of the district as are required by the School Code or as the Board may direct.

Appointments

The Board shall have the authority to appoint:

1. 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.[\[18\]](#)[\[19\]](#)
2. School physician(s).[\[20\]](#)
3. School dentist(s).[\[20\]](#)
4. Assistant Secretary.[\[12\]](#)
5. Independent auditor.[\[21\]](#)
6. Delegates to a state convention or association of board members.[\[22\]](#)
7. Other appointments the Board deems necessary.
8. Solicitor - [\[13\]](#)[\[23\]](#)

The Board may appoint a solicitor and assistant solicitors, none of whom shall be a member of the Board, and shall define their duties and fix their salaries.

The solicitor shall be required to attend Board meetings and other meetings upon request where his/her services are needed. The solicitor's services are also available to the Superintendent or designee and the Board Secretary.

The solicitor shall submit a written opinion when requested by the Board or the Superintendent or designee.

Appointees of the Board may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.[\[15\]](#)

Resolutions

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

1. Depositories for school funds.[\[25\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[26\]](#)
3. Normal day, place, and time for regular Board meetings.[\[4\]](#)
4. Normal day, place, and time for open committee meetings.

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 not include a majority of the membership of the Board.

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.

The President may appoint as soon after the organization meeting as practicable members of the Board to standing committees, where they shall serve a term of one (1) year or until a replacement is appointed.

In conducting the business of the Board, the Board may operate as a Committee of the Whole. The Board shall also consider annually whether to appoint various other committees as needed.

Committees shall consist of two (2) or more named members appointed by the President. The first named member will be the chairperson, and the second named member will be the co-chairperson of the committee.

Standing committees shall meet as necessary to consider items referred to them or coming under their jurisdiction, and submit reports when requested.

The President will appoint temporary Board committees deemed advisable and necessary at the request of the Board. A temporary Board committee shall submit recommendations to the Board for consideration and appropriate action. A temporary Board committee shall be dissolved when its purpose has been accomplished and its report is received by the Board, or it may be terminated by a vote of the Board at any time.

No action of any standing or temporary Board committee shall be considered binding upon the Board unless the committee has been previously empowered to act through official action of the Board itself. The delegation of such authority shall not include any discretionary powers of the Board.

The Board shall be an ex-officio member of all standing and temporary Board committees, shall be notified of all committee meetings, and may attend and participate in all committee meetings.

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

8. 24 P.S. 438

9. Pol. 811

10. 24 P.S. 431

11. 24 P.S. 432

12. 24 P.S. 434

13. 24 P.S. 324

15. Pol. 006

16. 24 P.S. 427

17. 24 P.S. 433

18. 24 P.S. 508

19. 24 P.S. 683

20. 24 P.S. 1410

21. 24 P.S. 2401

22. 24 P.S. 516

23. 24 P.S. 406

25. 24 P.S. 621

26. 24 P.S. 106

27. PA Const. Art. VI Sec. 7

65 Pa. C.S.A. 701 et seq