

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD  
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: October 14, 1991

REVISED: December 6, 2004

	005. ORGANIZATION
	<p>Section 1. <u>Organization Meeting</u></p>
SC 401, 404, 421	<p>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.</p>
	<p>Section 2. <u>Order</u></p>
SC 426	<p>The organization meeting shall be called to order by the past President who shall preside over the selection 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.</p>
SC 402	<p>The district magistrate shall administer the oath or affirmation of office to such school directors as have not previously taken and subscribed the same.</p>
	<p>Section 3. <u>Officers</u></p>
	<p>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.</p>
SC 404	<p>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.</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 s/he may be a member of the Board.</p>
SC 436, 438 Pol. 811	<p>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 school Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</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.</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>
SC 404, 405	<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 appoint:</p>
SC 508, 683	<p>a. A tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where 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. School solicitor.</p>
SC 2401	<p>e. An independent auditor.</p>
SC 516	<p>f. Delegates to a state convention or association of school directors.</p>
SC 406	<p>g. Such other appointments as the Board deems proper.</p>

<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees of the Board 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>
<p>SC 621</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> <p>a. Designate a depository(s) for school funds.</p>
<p>SC 106</p>	<p>b. Designate a newspaper(s) of general circulation as defined in accordance with law.</p>
<p>SC 421</p>	<p>c. Designate a normal day, place and time for regular meetings.</p> <p>d. Designate a normal day, place and time for open committee meetings.</p> <p>e. Designate a normal day, place and time for executive sessions of the Board.</p>
	<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>Each Board committee shall be convened by a chairperson who shall report for the committee.</p>
	<p>Committee shall not include a majority of the membership of the Board.</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>Academic Affairs Athletic Buildings and Grounds Technology Finance Operations Personnel</p>

005. ORGANIZATION – Pg. 4

Ad hoc committees may be created, charged and assigned a fixed termination date which may be extended from time to time 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