

EAST PENN SCHOOL DISTRICT

SECTION: LOCAL BOARD OPERATIONS

TITLE: ORGANIZATION

ADOPTED: August 25, 1975

REVISED: December 13, 2004

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401, 404, 421	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 members and members elect of the Board by mail at least five (5) days before the proposed meeting by the Secretary.
	Section 2. <u>Order</u>
SC 426	The organization meeting shall be called to order by the Secretary who shall preside over the election of a temporary President from among the hold-over members of the Board. The Secretary 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.
SC 402	The temporary President 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 (2) candidates who received the greatest number of votes.
SC 404	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.
SC 426, 427	The President of the School Board shall preside at Board meetings, shall perform all duties imposed by the statutes, and shall perform such other duties as may be prescribed by law or by action of the Board.

	<p>The President:</p> <ol style="list-style-type: none"> 1. Shall decide, at Board meetings, questions of order. 2. Shall have the same right as other members to offer resolutions, to make motions or second motions, to discuss questions, and to vote thereon. 3. Shall appoint all committees of the Board, in conjunction with the Superintendent and/or the expressed interest of Board members unless otherwise directed by the Board, and shall be ex-officio member of all such committees. 4. Shall call special meetings of the Board. 5. Shall sign official district documents that require the signature of the President's Office. 6. Shall be the spokesperson for the Board -- unless another member is designated for a specific purpose -- when such is required to present an established Board Policy or viewpoint. <p>SC 428 The Vice-President shall have the powers and duties of the President in the absence or during the disability of the President, and such other powers and duties as the Board may from time to time determine.</p> <p>SC 404 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 shall not be a Board member.</p> <p>SC 404 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 not be a Board member.</p> <p>SC 433 The Secretary shall perform those duties pertaining to the responsibilities of the Board Secretary as required by law or as the Board may direct.</p> <p>The Board may appoint an Assistant Secretary who shall perform the duties and exercise the powers of the Secretary in the absence of the Secretary whose term shall be the same as the Secretary.</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>
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SC 324, 406	<p>Section 4. <u>Appointments</u></p> <p>The Board may appoint a Solicitor for legal counsel who shall serve at the pleasure of the Board. The Board shall determine the compensation for the Solicitor.</p> <p>The Solicitor will be required to attend such Board meetings or other meetings where legal services may be needed. The services of the Solicitor are also available to the Superintendent and his/her designee.</p> <p>Section 5. <u>Committees</u></p> <p>Committees of the Board shall, when charged to do so by the Board, recommend studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. The President and Superintendent are ex-officio members of all School Board committees. The Superintendent may appoint ex-officio members of all committees.</p> <p>References:</p> <p>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</p> <p>Pennsylvania Constitution - PA Const. Art. VI Sec. 7</p> <p>Board Policy - 006, 811</p>
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