

SECTION: Local Board Procedures

TITLE: Organization

ADOPTED: September 14, 1998

REVISED: November 10, 2005

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# CATASAUQUA AREA SCHOOL DISTRICT

	<b>#005 – Organization</b>	1
	Section 1 – <u>Organization Meeting</u>	2
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<b>SC 401</b>	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 as regularly advertised.	4 5 6 7 8 9
	Section 2 – <u>Order</u>	10
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<b>SC 421</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 holdover 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.	12 13 14 15 16 17 18
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<b>SC 402 24PS 3-321</b>	The oath or affirmation of office shall be administered to the school directors as have not previously taken and subscribed to the oath.	20 21
	Section 3 – <u>Officers</u>	22 23
	Election of officers shall be by a roll call vote of 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.	24 25 26 27
	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.	28 29 30 31
	The President of the Board shall perform such duties as are imposed upon him/her by the School Code and these Procedures.	32 33 34 35 36 37 38

#005 – Organization – Page 2

The President shall appoint, except in such cases where the School Code provides otherwise, all committees, unless the Board shall decide otherwise.

The Vice President of the Board shall perform such duties as are imposed upon him/her by the School Code and these Procedures.

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 school secretary and the school treasurer shall not enter upon his/her duties until she/he has furnished bond in accordance with law and with the approval of the Board. The cost for the bond will be paid for by the district.

SC 436, 438

- 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.

- d. Vacancies in any office shall be filled by the school directors and such appointed officers shall serve for the remainder of the unexpired term.

SC 404,  
405,  
514

- e. 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. 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.

Section 4 – Appointments

The Board shall appoint annually:

SC 683

- 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 refused to qualify

SC 1410

- b. school physician

SC 1410

- c. school dentist

SC 406,  
324

- d. a school solicitor

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#005 – Organization – Page 3

SC 406

- e. an independent auditor
- f. representatives to the Lehigh Career & Technical Institute School Joint Operating Committee and Carbon-Lehigh Intermediate Unit #21 Board

SC 406

- g. such other appointees as the Board deems proper

The board shall appoint as required a member to the board of Lehigh Carbon Community College.

SC 514

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.

Appointees shall not be a member of the Board (except f and g). Appointees shall have their duties defined by the Board. Their salaries/fees shall be determined by the Board at the reorganization meeting of the Board in December of each year as prescribed by law, which term shall be for a record of one (1) year.

Section 5 – Resolutions

SC 621

The Board may at the organization meeting but shall prior to June 30.

SC 421

- a. designate a depository for school funds
- b. designate a normal day, place and time for regular meetings

Section 6 – Committees/Councils

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.

A member may request or refuse appointment to a committee/council. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

The President shall appoint as soon after the organization meeting as practicable members of the Board to standing committees/councils, as required.

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#005 – Organization – Page 4

Ad Hoc committees/councils may be created, charged, and assigned a fixed termination time/point 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/council becomes evident.

Members of committees/councils shall serve until the committee is discharged.

The chairperson of a committee/council must be a member of the Board of School Directors and shall make a report of their progress to the Board at regularly scheduled meetings as necessary.

The Board President and the Superintendent shall be members of all committees/councils and have a vote relative to issues/proposals.

All committee/council meetings are open to the general public and subject to the Sunshine Law procedures.

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**School  
Code**

106, 324,  
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