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Organization Meeting

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Order

The organization meeting shall be called to order by the past President, or designee (Notary, or Board Secretary) 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. [\[2\]](#)[\[5\]](#)

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. [\[2\]](#)[\[6\]](#)

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 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. [\[3\]](#)
 - a. A Board member may not serve as President for more than four (4) consecutive years.
 - b. A candidate for President must have at least two (2) years experience as a Board member.
2. 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. [\[3\]](#)

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 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. [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]

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

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. [13][3]

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. [12][27]

Duties of Officers

1. The President shall: [14][5]
 - a. Preside at all Board meetings.
 - b. Execute any and all deeds, contracts, warrants to tax collectors, reports and other papers pertaining to the business of the Board and requiring his/her signature.
 - c. Perform such other duties as the Board may direct and as may pertain to his/her office.
2. In the absence of the President, the Vice-President shall: [28]
 - a. Preside at all meetings and call special meetings.
 - b. When directed by the Board, execute any and all deeds, contracts, warrants to tax collectors and other papers pertaining to the business of the Board.
 - c. Perform all other duties imposed on the President.
 - d. Sign checks or vouchers for the payment of current expenses and salaries upon request of the President and authorization of the Board.
3. The Treasurer shall: [15][16][17]
 - a. Receive all state appropriations, district school taxes and other funds belonging to the school district, and make payments out of the same on proper order approved by the Board.
 - b. Deposit funds of the school district in the school depositories and make a monthly report of the amount of funds received and disbursed during the month.
 - c. Settle accounts with the Board at the end of the year.
 - d. Perform such other duties pertaining to the financial affairs of the district as the Board may direct.
4. The Board Secretary shall: [18]

- a. Keep a correct and proper record of all proceedings of the Board; prepare such reports and keep such accounts as are required by law.
- b. Act as the general accountant of the Board as such shall prepare and sign an order on the Treasurer for the payment of any bill or account acted on and approved by the Board.
- c. Make certain that prompt payment is made on any purchase for which the district shall receive a discount or other advantage. Prior Board approval for these disbursements shall not be required.
- d. Keep correct accounts with each receiver of taxes, and Treasurer, or school collector of the district, reporting a statement of the same together with a statement of the finances of the district at each regular meeting of the Board, which statement shall be entered in full upon the minutes.
- e. Attest in writing the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
- f. Have general supervision of all the business affairs of the school district, subject to the instructions and direction of the Board.
- g. Be the custodian of all the records, papers, office property and official seal of the school district; and at the expiration of his/her term shall turn over the same to a successor.
- h. Furnish, whenever requested, any and all reports concerning the school affairs of the district, on such form and in such manner as the Department of Education may require.
- i. Perform such other duties pertaining to the business of the district 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.[\[19\]](#)[\[20\]](#)
2. Solicitor.[\[13\]](#)[\[22\]](#)
3. Independent auditor.[\[23\]](#)
4. Delegates to a state convention or association of school directors.[\[24\]](#)
5. Other appointments the Board deems necessary.

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.[\[27\]](#)[\[12\]](#)

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 meetings.[\[4\]](#)
4. Normal day, place and time for open committee meetings.

Committees

The Board has the authority to approve Board committees. Board committees authorized to take official action or render advice on district business shall operate in accordance with the provisions of the Sunshine Act.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees, and who shall appoint the Superintendent as an ex-officio member of all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and be appointed by the President.

The President may appoint members of the Board to the following standing committees, where they shall serve a term of one (1) year:

1. Career and Technology Committee (BCTC).
2. Intermediate Unit Committee (BCIU).
3. Earned Income Tax Bureau Committee (BEITC).
4. Council on Legislative Action Committee (COLA).
5. Policy Committee.
6. Strategic Planning/Goals Committee.
7. Negotiations/Compensation 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.

Consultants

The Board may appoint, employ or retain consultants to provide the district with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.

A consultant has no administrative authority over any facet of district schools, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the district who promote a particular commercial product is discouraged.

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. Pol. 006
[13. 24 P.S. 324](#)
[14. 24 P.S. 427](#)
[15. 24 P.S. 439](#)
[16. 24 P.S. 440](#)
[17. 24 P.S. 442](#)
[18. 24 P.S. 433](#)
[19. 24 P.S. 508](#)
[20. 24 P.S. 683](#)
[21. 24 P.S. 1410](#)
[22. 24 P.S. 406](#)
[23. 24 P.S. 2401](#)
[24. 24 P.S. 516](#)
[25. 24 P.S. 621](#)
[26. 24 P.S. 106](#)
[27. PA Const. Art. VI Sec. 7](#)
[28. 24 P.S. 428](#)
[24 P.S. 434](#)
[65 Pa. C.S.A. 701 et seq](#)

References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 321, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et. Seq.

Board Policy – 006, 811