

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
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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 members of the Board of School Directors by mail at least five (5) days before the 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 current President or Vice-President of the outgoing Board, or any hold-over member of the Board. A temporary President shall be elected from among the hold-over members of the Board. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new school directors shall be read, and a list shall be prepared of the legally elected or appointed and qualified school directors.[2][5]

At the organization meeting, the temporary President may administer the oath or affirmation of office to those school directors who have not previously taken and subscribed to the same.[2][6]

Officers

The Nominating Committee shall present its recommended slate of officers, and additional nominations shall be accepted from the floor.

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. Officer voting shall be made by paper ballot by names of candidates.

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

If the Board appoints an Assistant Secretary, in the absence or disability of the Board Secretary, the Assistant Secretary shall perform the duties and exercise the power of the Board Secretary. The Assistant Secretary shall not receive compensation for such services and shall be bonded.

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.[\[3\]](#)[\[12\]](#)

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 those present and voting.[\[13\]](#)[\[14\]](#)

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.[\[15\]](#)[\[16\]](#)
2. A school solicitor.[\[12\]](#)[\[17\]](#)
3. An Assistant Secretary.[\[18\]](#)
4. An independent auditor.[\[19\]](#)
5. Delegates to a state convention or association of school directors.[\[20\]](#)
6. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.[\[13\]](#)[\[14\]](#)

Resolutions

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

1. Depositories for school funds.[\[21\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[22\]](#)

3. Normal day, place and time for regular meetings.[4]

4. Normal day, place and time for open committee meetings.

Board 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.[14][23]

Committees shall consist of no more than three (3) members.

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. The President shall appoint the Superintendent to serve as an ex-officio member of all committees.

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, appointed by the President, who shall prepare minutes of open committee meetings and report for the committee.

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: Management, Programs, and Property and Service.

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.

The Board shall develop Board Operations Guidelines that describe the duties and establish procedures for the operation of standing committees.

Nominating Committee

During the month of November, The Board President shall appoint a nominating committee consisting of three (3) members for the purpose of recommending a slate of officers for Board consideration at the organization meeting in December. It will be the responsibility of the committee to notify the Board of School Directors of nominees by names by November 30th.

Names of other Board members may be nominated for office at the organization meeting.

Officers shall be elected by a majority of the Board members present and voting at the organization meeting of the Board.

A Board member shall be appointed to serve on each of the following:

1. Lebanon County Career and Technology Center.
2. Executive Committee of the Lebanon County Earned Income Tax Bureau.
3. Lancaster-Lebanon Intermediate Unit 13 Board of Directors.
4. Lebanon Campus, Harrisburg Area Community College.

Liaisons shall meet with appropriate persons as required to consider matters coming within their jurisdiction or as referred to them by the Board and shall submit a report at the next regular meeting of the Board.

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

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