

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES  
TITLE: ORGANIZATION

ADOPTED: April, 2010

REVISED: January 16, 2017

	005. ORGANIZATION
SC 401, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>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 days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 426	<p>Section 2. <u>Order</u></p> <p>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 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.</p>
SC 402	<p>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.</p>
	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority roll call vote of those present and voting. The first roll call vote will be cast for the office of President; the second, for the office of Vice-President. 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.</p>
SC 404	<p>a. 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 year.</p>
SC 404	<p>b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one 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 shall not be a member of the Board.</p>

<p>SC 436, 438 Pol. 811</p>	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with the Board approval. The Treasurer shall be compensated in the manner and the rate as determined by the Board.</p>
<p>SC 404, 431, 432 Pol. 811</p>	<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 years beginning the first day of July following such election and shall not be a member of the Board. 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.</p>
	<p>Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405 Pol. 006</p>	<p>The same school director may not hold more than one 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>
<p>SC 514</p>	<p>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 and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p>
	<p>Section 4. <u>Appointments</u></p>
	<p>The Board shall appoint:</p>
<p>SC 508, 683</p>	<p>a. 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.</p>
<p>SC 1410</p>	<p>b. School physician(s).</p>
<p>SC 1410</p>	<p>c. School dentist(s).</p>
	<p>The Board may appoint:</p>
<p>SC 324, 406</p>	<p>a. Solicitor.</p>
<p>SC 434</p>	<p>b. Recording Secretary.</p>
<p>SC 2401</p>	<p>c. Independent auditor.</p>
	<p>d. Delegates to a state convention or association of school directors.</p>
	<p>e. Assistants, clerks and other employees the Board deems necessary.</p>

<p>SC 516</p> <p>SC 406, 1089</p> <p>SC 514 Pol. 006</p>     <p>SC 621</p> <p>SC 106</p> <p>SC 421</p>	<p>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 appointee charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.</p> <p>Section 5. <u>Resolutions</u></p> <p>The Board may at the organization meeting, but shall prior to July 1 next following, designate a:</p> <ul style="list-style-type: none"><li>a. Depository(s) for school funds.</li><li>b. Newspaper(s) of general circulation as defined in law.</li><li>c. Normal day, place and time for regular meetings.</li><li>d. Normal day, place and time for open committee meetings.</li></ul> <p>Section 6. <u>Committees</u></p> <p>When specifically charged to do so by the Board, committees of Board members may conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p> <p>Committees shall consist of no more than four members.</p> <p>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.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each Board committee shall be convened by a chairperson, who shall report for the committee and be appointed by the President.</p> <p>The President may appoint 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 year:</p> <ul style="list-style-type: none"><li>a. Curriculum Committee.</li><li>b. Building and Grounds Committee.</li><li>c. Finance and Purchasing Committee.</li></ul>
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- d. Personnel Committee.
- e. Policy Review and Development Committee.
- f. Transportation Committee.
- g. Technology Committee.
- h. Cafeteria Committee.
- i. Athletics Committee.
- j. Ad hoc committee may be created by at least five votes of the Board, charged, and assigned a fixed termination date, which may be the reorganization meeting of the Board on the first Monday of each December.

The President shall also annually appoint representatives to the Somerset County Technology Center.

School Code  
106, 324, 401, 402,  
404, 405, 406, 421,  
426, 434, 436, 438,  
508, 514, 516, 621,  
683, 1089, 1410,  
2401

Board Policy  
006, 811