

# UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 22, 2003

REVISED:

	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>SC 401, 404, 421 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.</p> <p>Section 2. <u>Order</u></p> <p>SC 426 The organization meeting shall be called to order by the President, 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 by the Board Secretary of the legally elected or appointed and qualified Board members.</p> <p>SC 402 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 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.</p> <p>SC 404 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 (1) year.</p>
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SC 404	<p>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 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.</p>
SC 436, 438 Pol. 811	<p>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.</p>
SC 404	<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 (4) years beginning the first day of July following such election, and may be a member of the Board.</p>
SC 431, 432 Pol. 811	<p>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>
SC 404, 405	<p>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.</p>
SC 514 Pol. 006	<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>
SC 508, 683	<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. The appointment shall result from a joint decision between the Board and a Township's Supervisors.</p>
SC 1410	<p>b. School physician(s).</p>
SC 1410	<p>c. School dentist(s).</p>

<p>SC 324, 406</p> <p>SC 2401</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>d. Transportation director.</p> <p>e. Solicitor.</p> <p>f. Independent auditor.</p> <p>g. Delegates to a state convention or association of school directors.</p> <p>h. Assistants, clerks and other employees the Board deems necessary.</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> <p>a. Depository(s) for school funds.</p> <p>b. Newspaper(s) of general circulation as defined in law.</p> <p>c. Normal day, place and time for regular meetings.</p> <p>d. Normal day, place and time for open committee meetings.</p> <p>e. Normal day, place and time for executive sessions of the Board.</p> <p>The Board calendar shall exist only for the administrative convenience of the Board and shall not serve either to validate or void any Board action.</p> <p>Section 6. <u>Committees</u></p> <p>When specifically charged to do so by the Board, committees of Board members shall 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 (4) members.</p>
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<p>School Code 106, 324, 401, 402, 404, 405, 406, 421, 426, 434, 436, 438, 508, 514, 516, 621, 683, 1089, 1410, 2401</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, prepare minutes of open committee meetings, and be appointed by the President.</p> <p>The President may appoint at the organization meeting members of the Board to the following Board assignments, where they shall serve a term of one (1) year:</p> <ul style="list-style-type: none"><li>a. Finances.</li><li>b. Building and Property.</li><li>c. Personnel.</li><li>d. Transportation.</li><li>e. Curriculum.</li><li>f. Communications.</li><li>g. Policy.</li></ul> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President or a majority of the school directors present at any meeting at which the need for a committee becomes evident.</p> <p>Members of these committees shall serve until the committee is discharged.</p>
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Board Policy  
006, 811