



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 **school directors** by email 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 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. [\[3\]](#)
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 [\[3\]](#).

3rd & 4th {X} may be a member of the Board.

The Treasurer shall not enter upon official 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 [3]

2nd Class {X} shall not be a member of the Board.

The Secretary shall not enter upon official 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]

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 may only be removed from such office, during the designated term of office, after receiving notification of the reason for removal and the opportunity for a hearing before the Board, in accordance with applicable law.[13][14][15]

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.[16][17]
2. {X} Solicitor.[12][18]
3. { } Assistant Secretary.[19]
4. {X} Independent auditor.[20]
5. { } Delegates to a state convention or association of school directors.[21]
6. {X} Other appointments the Board deems necessary.

Appointees of the Board may be removed from such appointment in accordance with the terms of a contract or provisions of applicable law.[15]

Resolutions

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

1. Depositories for school funds.[22]

2. Newspaper(s) of general circulation as defined in law. [\[23\]](#)
3. Normal day, place and time for regular meetings. [\[4\]](#)
4. Normal day, place and time for open committee meetings.
5. { } Normal day, place and time for executive sessions of the Board.

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. [\[15\]](#) [\[24\]](#)

{ } Committees shall consist of no more than _____ members.

{X} Committees shall not include a majority of the membership of the Board.

{X} Members shall be appointed by the President

(X) who shall serve as an ex-officio member on all committees.

() who shall appoint the Superintendent as an ex-officio member of all committees.

{X} A member may request or refuse appointment to a committee.

{ } Refusal to serve on any one (1) committee shall not be grounds for failure to appoint a member to another committee.

{X} Each Board committee shall be convened by a chairperson, who shall report for the committee

() and prepare minutes of open committee meetings.

(X) and be appointed by the President.

() and be chosen by the committee from among its members.

{X} The President may appoint

() at the organization meeting

(X) 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: _____

{ } 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.

1. Athletic Committee

2. Buildings, Grounds, Security Committee

3. Personnel Committee

4. Finance, Policy 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.

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

NOTES:

Duties of President - 24 P.S. 426, 427

Vice-President - 24 P.S. 428

Secretary - 24 P.S. 433

Treasurer - 24 P.S. 439, 440, 442

Solicitor - 24 P.S. 406

If the oath of office is to be administered by a district justice or district judge - change to Magisterial District Judge

If the oath of office is administered by a Magisterial District Judge, add the following in the cite column:

42 Pa. C.S.A.

102, 327

Solicitors, Superintendents and/or Board Secretaries may not administer oaths of office, unless the individual is also a Notary Public.

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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. 24 P.S. 514](#)

14. Montemuro v. Jim Thorpe Area School District, No. 22-1866 (3d Cir. 2024)

15. Pol. 006

[16. 24 P.S. 508](#)

[17. 24 P.S. 683](#)

[18. 24 P.S. 406](#)

[19. 24 P.S. 434](#)

[20. 24 P.S. 2401](#)

[21. 24 P.S. 516](#)

[22. 24 P.S. 621](#)

[23. 24 P.S. 106](#)

[24. 65 Pa. C.S.A. 701 et seq](#)

[PA Const. Art. VI Sec. 7](#)