

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
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Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only.[\[4\]\[5\]\[6\]\[7\]](#)

Notice

Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]\[9\]](#)

4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all public meetings shall be given to any newspaper(s) circulating in Lebanon County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.[\[10\]](#)[\[9\]](#)

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[\[11\]](#)[\[2\]](#)

1. Agenda

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.

The agenda, together with all relevant reports, shall be provided each Board member the day prior to the meeting.

2. Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- a. Call to order
- b. Pledge of Allegiance
- c. Roll call
- d. Approval of previous meeting(s) minutes
- e. Treasurer's report
- f. Approval of bills for payment
- g. Cafeteria report
- h. Visitor comments
- i. Committee reports

j. Communications

k. New Business

l. Adjournment

Special Meetings

Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.[\[10\]](#)[\[5\]](#)[\[2\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.[\[10\]](#)

Public Participation

District residents present at a Board meeting may address the Board in accordance with law and Board procedures and policy.[\[2\]](#)[\[12\]](#)

Regular, special, and emergency meetings of the board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of the official meeting will record the action taken at the meeting, and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with the state law.

Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations or proposals to the Board will be provided that opportunity.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.

Board Committee-of-the-Whole Workshop Meetings
(Typically First and Last Thursday of the Month)

1. Agendas will be made available to the public via the district website the day prior to the meeting.
2. A sign-up sheet will be placed next to the agenda requiring the name, address, designation of Community, Parent, or Staff, and whether or not the person is requesting to speak. If requesting to speak, the issue being addressed must be noted.
3. The community input from the names on the sheet will be heard by the Board as the last item on the agenda.
4. A time limit for each speaker to comment may be set at five (5) minutes.

Regular Official Board Meeting
(Typically Second Thursday of Month)

1. Agendas will be made available to the public via the district website the day prior to the meeting.
2. People who wish to address the Board must call the District Office Administrative Assistant to the Superintendent prior to 12:00 noon the day of the Regular Official Board meeting. The speaker's name, address, telephone number, and topic must be stated to be placed on the Board Agenda.
3. Under Visitor Comments on the Agenda, the Board will hear those who have signed up to speak.
4. A time limit for each speaker to comment may be set at five (5) minutes.
5. Public will be provided attachments upon request.

The Board vests in its president or other presiding officer authority to permit, prohibit or terminate the remarks of any individual or group of individuals when they do not adhere to the rules established above.

Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

The intent of this policy is to allow a fair and adequate opportunity to be heard, to allow the superintendent to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.

Voting

All motions shall require for adoption a majority vote of those Board members present and

voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member. Roll call votes will occur regularly for the following: 1) Budget Approval; 2) Real Estate Transactions; 3) Debt Service Decisions; and 4) Other Regulatory Documents Requiring Roll Call Documentation.

1. The following actions require the unanimous consent of all remaining Board members:

a. Appoint as attorney or solicitor of the Board a Board member who has served for two (2) consecutive terms of four (4) years each after resigning his/her office.

2. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:

a. Transfer of budgeted funds during the first three (3) months of the fiscal year.[\[13\]](#)[\[14\]](#)

b. Incur a temporary debt to meet an emergency or catastrophe.[\[14\]](#)

c. Elect to a teaching position a person who has served as a Board member and who has resigned.[\[15\]](#)

d. Convey land or buildings to the municipality co-terminus with the school district in accordance with law.[\[16\]](#)

e. Adopt or change textbooks without the recommendation of the Superintendent.[\[17\]](#)

f. Dismiss, after a hearing, a tenured professional employee.[\[18\]](#)

3. The following actions require the recorded affirmative votes of a majority of the full number of Board members:

a. Fixing the length of school term.[\[20\]](#)

b. Adopting textbooks recommended by the Superintendent.[\[20\]](#)[\[21\]](#)

c. Appointing the district Superintendent and Assistant Superintendent(s).
[\[20\]](#)[\[22\]](#)[\[23\]](#)

d. Appointing teachers and principals.[\[20\]](#)

e. Appointing substitute teachers.

f. Adopting the annual budget.[\[20\]](#)[\[24\]](#)

g. Appointing tax collectors and other appointees.[\[20\]](#)[\[25\]](#)[\[26\]](#)

- h. Levying and assessing taxes.[\[20\]](#)[\[27\]](#)
- i. Purchasing, selling, or condemning land.[\[20\]](#)
- j. Locating new buildings or changing the location of old ones.[\[20\]](#)
- k. Adopting planned instruction.[\[20\]](#)[\[28\]](#)
- l. Establishing additional schools or departments.[\[20\]](#)
- m. Designating depositories for school funds.[\[20\]](#)[\[29\]](#)
- n. Expending district funds.
- o. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.[\[14\]](#)[\[30\]](#)
- p. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).[\[20\]](#)[\[31\]](#)
- q. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[20\]](#)
- r. Combining or reorganizing into a larger school district.[\[32\]](#)
- s. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.[\[20\]](#)
- t. Dismissing, after a hearing, a nontenured employee.[\[20\]](#)[\[33\]](#)[\[34\]](#)
- u. Adopting a corporate seal for the district.[\[35\]](#)
- v. Determining the location and amount of any real estate required by the school district for school purposes.[\[36\]](#)
- w. Vacating and abandoning property to which the Board has title.[\[37\]](#)
- x. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[\[38\]](#)
- y. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[39\]](#)

z. Adopting, amending or repealing Board procedures and policy.[40]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[41][42]

1. Date, place, and time of the meeting.
2. Names of Board members present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[43]
7. Names of all residents who appeared officially and the subject of their testimony.

The Board Secretary shall provide each Board member with access to the minutes of the last meeting prior to the next regular meeting.[1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[44]

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[1][45][46]

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[8][9][47]

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.[48][49]

The Board may discuss the following matters in executive session:

1. Employment issues.

2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures. [\[2\]](#)[47]

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures. [\[8\]](#)[\[9\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee. [\[8\]](#)[\[9\]](#)[47]

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Superintendent. [\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

- [1. 24 P.S. 407](#)
- [2. 65 Pa. C.S.A. 701 et seq](#)
- [3. 24 P.S. 422](#)
- [4. 24 P.S. 405](#)
- [5. 24 P.S. 426](#)
- [6. 24 P.S. 427](#)
- [7. 24 P.S. 428](#)
- [8. 65 Pa. C.S.A. 703](#)
- [9. 65 Pa. C.S.A. 709](#)
- [10. 24 P.S. 423](#)
- [11. 24 P.S. 421](#)
12. Pol. 903
- [13. 24 P.S. 609](#)
- [14. 24 P.S. 687](#)
- [15. 24 P.S. 324](#)
- [16. 24 P.S. 707](#)
- [17. 24 P.S. 803](#)
- [18. 24 P.S. 1129](#)
- [20. 24 P.S. 508](#)
21. Pol. 108
- [22. 24 P.S. 1071](#)
- [23. 24 P.S. 1076](#)
24. Pol. 604
25. Pol. 005
26. Pol. 606
27. Pol. 605
28. Pol. 107
- [29. 24 P.S. 621](#)
30. Pol. 612
31. Pol. 610
- [32. 24 P.S. 224](#)
- [33. 24 P.S. 514](#)
- [34. 24 P.S. 1080](#)
- [35. 24 P.S. 212](#)
- [36. 24 P.S. 702](#)
- [37. 24 P.S. 708](#)

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