

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: June 19, 2012

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>All Board meetings will 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 statute, regulations of the State Board, or Board procedures.</p> <p>Section 2. <u>Quorum</u></p> <p>SC 422</p> <p>A quorum shall be five (5) Board members present at a meeting. 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.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>SC 405, 426, 427, 428</p> <p>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. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>65 Pa. C.S.A. Sec. 703, 709</p> <p>Notice of all open public Board meetings, including committee meetings and discussion 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 the posting of such notice at the administrative offices of the Board.</p>
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>a. 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.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. 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.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. 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.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Fulton County or a 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.</p>
<p>SC 423</p>	<p>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.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular Board meetings shall be public and shall be held at least once every two (2) months. Board meetings shall be held on the third Tuesday of each month at 8:00 p.m. in the Library of the Junior/Senior High School. Committee meetings/work sessions shall be held the third Tuesday of each month at 7:30 p.m. in the Library of the Junior/Senior High School.</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary, 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 at least three (3) days before the meeting.</p>

	<p>b. Order Of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President:</p> <p>Call To Order. Roll Call. Invocation/Pledge. Student Recognition. Citizens’ Participation. Other Business. Financial Reports. Payment of Bills. Administrative Reports.</p> <ol style="list-style-type: none"> 1. Superintendent. 2. Junior/Senior Principal. 3. Elementary Principal. 4. Facilities Manager. 5. Business Manager. 6. Technology Specialist. 7. Special Education Supervisor. <p>Adjournment.</p> <p>Section 6. <u>Special Meetings</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>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.</p> <p>SC 426</p> <p>The President may call a special meeting at any time and shall call a special meeting upon presentation of requests in writing, 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.</p> <p>SC 423</p> <p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.</p> <p>Section 7. <u>Hearing Of Citizens</u></p> <p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
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	<p>Persons that have made a written request, in a timely manner, to the Superintendent to have an item on the Board agenda have five (5) minutes to state their case.</p> <p>Any group wishing to address the Board shall appoint a spokesperson. The spokesperson shall communicate the desires of the group to the Board. The spokesperson will have up to fifteen (15) minutes to present a case.</p> <p>The Board has the authority to permit any person in the audience to speak for up to five (5) minutes.</p> <p>The Board President has the authority to control the meeting so it remains orderly and can stop discussion at any time if the situation is unruly.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds during the first three (3) months of the fiscal year. 2. Incur a temporary debt to meet an emergency or catastrophe. 3. Elect to a teaching position a person who has served as a Board member and who has resigned. 4. Convey land or buildings to the municipality co-terminus with the school district. 5. Adopt or change textbooks without the recommendation of the Superintendent. 6. Dismiss, after a hearing, a tenured professional employee. <p>b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Fixing the length of school term.
SC 609, 687	
SC 687	
SC 324	
SC 707	
SC 803	
SC 1129	
SC 508	

006. MEETINGS - Pg. 5

<p>SC 508 Pol. 108</p>	<p>2. Adopting textbooks recommended by the Superintendent.</p>
<p>SC 508, 1071, 1076</p>	<p>3. Appointing the district Superintendent and Assistant Superintendent(s).</p>
<p>SC 508</p>	<p>4. Appointing teachers and principals.</p>
<p>Pol. 604</p>	<p>5. Adopting the annual budget.</p>
<p>Pol. 005, 606</p>	<p>6. Appointing tax collectors and other appointees.</p>
<p>Pol. 605</p>	<p>7. Levying and assessing taxes.</p>
<p>SC 508</p>	<p>8. Purchasing, selling, or condemning land.</p>
<p>SC 508</p>	<p>9. Locating new buildings or changing the location of old ones.</p>
<p>Pol. 107</p>	<p>10. Adopting planned instruction.</p>
<p>SC 508</p>	<p>11. Establishing additional schools or departments.</p>
<p>SC 621</p>	<p>12. Designating depositories for school funds.</p>
<p>SC 687 Pol. 612</p>	<p>14. 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.</p>
<p>SC 508 Pol. 610</p>	<p>15. 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 \$10,000 bid requirements).</p>
<p>SC 508</p>	<p>16. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.</p>
<p>SC 224</p>	<p>17. Combining or reorganizing into a larger school district.</p>
<p>SC 508</p>	<p>18. 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.</p>

<p>SC 508, 514, 1080</p>	<p>19. Dismissing, after a hearing, a nontenured employee.</p>
<p>SC 212</p>	<p>20. Adopting a corporate seal for the district.</p>
<p>SC 702</p>	<p>21. Determining the location and amount of any real estate required by the school district for school purposes.</p>
<p>SC 708</p>	<p>22. Vacating and abandoning property to which the Board has title.</p>
<p>SC 1503</p>	<p>23. 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.</p>
<p>Pol. 004</p>	<p>24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.</p>
<p>Pol. 003</p>	<p>25. Adopting, amending or repealing Board policy and procedure.</p>
<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 9. <u>Minutes</u></p> <p>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:</p> <ul style="list-style-type: none"> a. The date, place, and time of the meeting. b. The names of Board members present. c. The presiding officer. d. The substance of all official actions. e. Actions taken. f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all residents who appeared officially and the subject of their testimony.
<p>65 Pa. C.S.A. Sec. 705</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 12. <u>Work Sessions</u></p>
	<p>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.</p>
	<p>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 procedure.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p>
	<p>Section 13. <u>Committee Meetings</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by the majority of total membership of the committee.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>A majority of the total membership of a committee shall constitute a quorum.</p>
	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p>
	<p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under discussion.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p>
	<p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p>
	<p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>