

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED:

REVISED:

# SENECA VALLEY SCHOOL DISTRICT

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 401	The school directors shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Board by mail at least five (5) days before the proposed meeting by the Secretary of the Board. The organization meeting shall be a regular meeting.
	Section 2. <u>Order</u>
SC 421	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 members of the Board. The Board Secretary shall be secretary of the meeting. The certificates of election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared by the Board Secretary.
SC 402	The temporary President shall administer the oath or affirmation of office to such school directors who have not previously taken and subscribed the same.
	Section 3. <u>Officers</u>
	Election of officers shall be by a majority 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.
SC 404	a. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.
SC 404	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 s/he shall not be a member of the Board.

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<p>SC 436, 438</p>	<p>The Treasurer shall not enter upon his/her duties until s/he has furnished bond in accordance with law and with the approval of the Board. The Treasurer shall be compensated in such a manner and at a rate as the Board shall determine.</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 (4) years beginning the first day of July following such election.</p> <p>Vacancies in any office shall be filled by the school directors, and such appointed officers shall serve for the remainder of the unexpired term.</p>
<p>SC 404, 405, 514</p>	<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. 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. Said 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 683</p>	<p>a. A tax collector, where a tax collector is not elected to collect taxes, where there is a vacancy, or where 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>SC 324, 406</p>	<p>d. A school solicitor.</p>
<p>SC 434</p>	<p>e. An assistant secretary.</p>
<p>SC 2401</p>	<p>f. An independent auditor.</p>
<p>SC 516</p>	<p>g. Delegates to a State convention or association of school directors.</p>
<p>SC 406</p>	<p>h. Such other assistants, clerks and employees as the Board deems proper.</p>
<p>SC 514 Pol. 006</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 shall have been given due notice of the reasons and an opportunity for a hearing. Said removal shall be</p>

