

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES

TITLE: FUNCTIONS

ADOPTED: July 1, 1991

REVISED: November 8, 1993

<p>SC 301, 407, 510, 511</p> <p>SC 508</p> <p>SC 1703 Articles of Agreement</p>	<p style="text-align: center;">003. FUNCTIONS</p> <p>Section 1. <u>Legislative</u></p> <p>The Executive Council shall exercise its rule-making power by adopting procedures and policies for the organization and operation of the Middle Bucks Institute of Technology. Those procedures and policies which are not dictated by the statutes, or rules of the State Board, or ordered by a court of competent authority, may be adopted, amended or repealed at any meeting of the Executive Council, provided the proposed adoption, amendment or repeal shall have been proposed at a previous Executive Council meeting and, once proposed, shall have remained on the agenda of each succeeding Executive Council meeting until approved or rejected.</p> <p>The Executive Council may upon a vote cause to suspend at any time the operation of a procedure or policy herein contained, if necessary, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Executive Council unless an earlier time is specified in the motion to suspend.</p> <p>Procedures of the Executive Council shall be adopted, amended, or repealed by a majority vote of the full Executive Council. Policies shall be adopted, amended or repealed by a majority vote of the full Executive Council.</p> <p>The adoption, modification, repeal or suspension of an Executive Council procedure or policy shall be recorded in the minutes of the Executive Council. All current procedures and policies shall be printed in the official Policy Manual.</p> <p>The Articles of Agreement may be amended from time to time by agreement of all participating school districts. Proposed amendments that have been adopted shall be submitted in writing by the Executive Council to every participating school district, and each participating school district shall have sixty (60) days to take action on the amendment. Each participating school district shall notify the Executive Council of its action within thirty (30) days.</p> <p>Section 2. <u>Executive</u></p>
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<p>Articles of Agreement</p>	<p>The Executive Council shall exercise its executive power by the appointment of a Superintendent of Record elected annually by the Professional Advisory Council. The Superintendent of Record shall be given the authority to sign necessary documents on behalf of the Joint Board and the Executive Council as the Chief School Administrator.</p>
<p>SC 1001 Articles of Agreement Sections 18 & 19</p>	<p>The Executive Council shall exercise its executive power by the appointment of a Director of Vocational Technical Education. The individuals holding these positions shall enforce the statutes of the Commonwealth, the rules of the State Board of Education and the policies of the Executive Council.</p> <p>The Director may prepare guidelines for the administration of the school which are not inconsistent with statutes or regulations of the State Board, are dictated by the policies of the Executive Council, and which when issued shall be binding on the employees and the students in the Middle Bucks Institute of Technology. The Executive Council reserves the right to alter or rescind any such guideline.</p> <p>In situations where the Executive Council has provided no guidelines for administrative action, the Director shall have power to act; but his/her decisions shall be subject to review by the Executive Council at its next regular meeting. It shall be the duty of the Director to inform the Executive Council promptly of such action and of the need for policy.</p> <p>Section 3. <u>Review</u></p>
<p>SC 510, 1126 et seq</p>	<p>The Executive Council may assume jurisdiction over controversies or disputes arising within this school concerning any matter over which the Executive Council has authority granted by statute or where the Executive Council has retained jurisdiction in contract or policies.</p>
<p>2 PA C.S. SC 551 et seq</p>	<p>In furtherance of its adjudicatory function, the Executive Council may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.</p> <p>Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Executive Council's decision on the school.</p> <p>Section 4. <u>Adoption/Revision of Policies</u></p> <p>An Executive Council policy is an official statement which serves as a guide for</p>

	<p>action in decision-making. The formulating, adopting and amending of policies is the function of the AVTS Executive Council. The Policy Manual includes only policies which have been formally adopted by the Executive Council.</p> <p>No dilution of management rights is to be inferred or implied in the formulation, compilation, promulgation, amendment, revision or rescision of any policy or administrative procedure; and no vested interests in any particular policy or regulation are intended to be created hereby. The power of the Executive Council to change policies and administrative procedures from time to time is reserved. No person is authorized to make any representation to the contrary.</p>
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