

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: July 1, 1991

REVISED:

<p>SC 1707 Articles of Agreement</p>	<p style="text-align: center;">005. ORGANIZATION</p> <p>Section 1. <u>Organization Meeting</u></p> <p>The Executive Council shall meet and organize annually during the month of January. Notice of the time and place of the organization meeting shall be given to all members of the Executive Council by mail at least five (5) days before the proposed meeting by the Secretary of the Executive Council. The organization meeting shall be a regular meeting.</p> <p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the highest ranking officer from the hold-over members of the Executive Council. In the event that there are no officers returning to the Council, the members shall select a temporary Chairperson to call the meeting to order.</p> <p>a. After the Pledge of Allegiance, the Temporary Chairperson shall turn the meeting over to the Assistant Secretary. The letters of appointment of all members to the council shall be ready and a list of qualified members prepared.</p> <p>b. The Assistant Secretary, acting as Chair ProTemp, shall call for nominations from the floor for the office of Chairperson. Nominations do not require a second motion. The Assistant Secretary then accepts a motion to close nominations for the Chairperson. The Assistant Secretary shall record the results of the election.</p> <p>c. After the Chairperson is elected, the Assistant Secretary shall take nominations for the office of ViceChairperson and shall follow the steps noted above.</p> <p>d. Following the election of the Vice-Chairperson, the Assistant Secretary shall take nominations for the office of Secretary and shall follow the steps noted above. Upon the election of the Secretary, the Assistant Secretary shall turn the gavel over to the newly elected Chairperson.</p> <p>Section 3. <u>Officers</u></p>
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<p>SC 1707 Articles of Agreement</p>	<p>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 candidates who received the greatest number of votes.</p> <p>a. The Executive Council shall select annually, during the organization meeting in January, from their members a Chairperson and a Vice-Chairperson who shall serve for one (1) year.</p>
<p>SC 1705 Articles of Agreement</p>	<p>b. The Executive Council shall elect annually a non-member treasurer who shall serve for one (1) year beginning the first day of July after such election.</p>
<p>SC 436, 438 1706</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 Executive Council. The Treasurer shall be compensated in such a manner and at a rate as the Executive Council shall determine.</p> <p>Vacancies in any office shall be filled by the Executive council members, and such appointed officers shall serve for the remainder of the unexpired term.</p> <p>Section 4. <u>Appointments</u></p>
<p>SC 406, 324 434, 2401 516</p>	<p>The Executive Council may appoint a school physician; school dentist; school solicitor; independent audi tor; delegates to a State convention or association of school directors; such other assistants, clerks and employes as the Executive Council deems proper.</p>
<p>SC 514</p>	<p>Appointees of the Executive Council may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided the appointee so charged shall have been given due notice of the reasons therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of those present and voting.</p> <p>Section 5. <u>Resolutions</u></p>
<p>SC 621</p>	<p>The Executive Council may at the organization meeting but shall prior to July 1 next following:</p> <p>a. designate depositories for school funds.</p>
<p>SC 106</p>	<p>b. designate a newspaper of general circulation as defined in accordance with law.</p>
<p>SC 421</p>	<p>c. designate a normal day, place and time for regular meetings.</p>

<p>SC 1808,1842 AgreementArticles of</p>	<p>d. designate a normal day, place and time for open committee meetings.</p> <p>Section 6. <u>Committees</u></p> <p>Committees of Executive Council members, when specifically charged to do so by the Chairperson, shall conduct studies, make recommendations, act in an advisory capacity; but they shall not take action on behalf of the Executive Council.</p> <p><u>General Advisory Committee</u></p> <p>The General Advisory Committee shall assist in and advise development of the general philosophy and policies of the school and shall meet a minimum of four (4) times per year.</p>
<p>Articles of Agreement</p>	<p>The General Advisory Committee shall be composed of from nine (9) to fifteen (15) members selected at large from the area served by the Middle Bucks Institute of Technology and shall be representative of local trades, industries, business and health services, research and educational agencies, school administrators and School Board members.</p> <p>Members shall be appointed by the Executive Council. Source for such names may include lists of names submitted by the Chief School Administrators.</p> <p>Committee members shall serve for a term of one (1) year and shall take office January 1 following appointment.</p>
<p>Articles of Agreement</p>	<p>Section 7. <u>Professional Advisory Council</u></p> <p>The Professional Advisory Council shall be composed of the chief administrative officer of each participating school district or his/her representative and the Director of Vocational-Technical Education, who shall act as secretary.</p> <p>The Council shall elect annually, on a rotating basis, one (1) of its members who shall act as Chairperson and shall be given authority to sign necessary documents as the Superintendent of Record on behalf of the school.</p> <p>The Council shall advise the Executive Council through the Director on educational matters concerning the school's organization, operating details and policies of the VocationalTechnical School program.</p> <p>The Council shall have the power to administer the general policy on admission of pupils and shall submit for approval to the Executive Council any changes in policy.</p>

<p>School Code</p> <p>106, 324 401, 402 404, 405 406, 421 434, 436 438, 514 516, 621 683, 1401 2401</p>	<p>The Professional Advisory Council shall meet monthly prior to meetings of the Executive Council.</p>
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