

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: July 1, 1991

REVISED: April 10, 2000

	006. MEETINGS
65 P.S. 271 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>"Parliamentary Procedure at a Glance" by O. Garfield Jones shall govern the Executive Council in its deliberations in all cases in which it is not consistent with statute, rules of the State Board, or these procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the voting members of the Executive Council. No business shall be transacted at a meeting without a quorum, but the members at such a meeting may adjourn to another time.</p>
SC 426, 428, 405	<p>Section 3. <u>Presiding Officer</u></p> <p>The Chairperson shall preside at all meetings of the Executive Council. In the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall act instead; if neither person is present, a member of the Executive Council shall be elected Chairperson 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>
65 P.S. 271 et seq Act 84 of 1986	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Executive Council, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Executive Council and the posting of such notice at the offices of the vocational-technical school.</p>
65 P.S. 271 et seq	<p>a. Notice of regular meetings shall be given by the 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 P.S. 271 et seq</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>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>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 P.S. 271 et seq</p>	<p>e. Notice of all public meetings shall be given to any newspaper circulating in Bucks 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>65 P.S. 271 et seq SC 421 Articles of Agreement</p>	<p>Section 5. <u>Regular Meetings</u></p> <p>Regular meetings of the Executive Council shall be public and shall be held monthly at such a time and place as agreed upon.</p> <p>a. The agenda will be prepared in advance by the Director with the aid and advice of the Executive Council Chairperson.</p> <p>Directors may place an item on the agenda by submitting the item in writing to the Director a minimum of ten (10) business days before the Executive Council meeting. In cases when the ten-day notice requirement cannot be met, Executive Council members may verbally submit items to the Chairperson, who will determine the appropriateness of placing the item(s) on the agenda.</p> <p>The Director shall distribute agendas to the district Superintendent and Executive Council members on the Thursday prior to a regularly scheduled meeting date.</p> <p>Agendas shall be made available to all Executive Council meeting attendees.</p> <p>b. The order of business shall be as follows, unless altered by the Chairperson or a majority of those present and voting:</p> <p style="padding-left: 40px;">Call To Order Pledge of Allegiance Roll Call Public Comments</p>

<p>65 P.S. 271 et seq</p> <p>SC 426</p> <p>Pol. 903</p>	<p>Approval of Minutes Administrative Report Committee Reports Cash Payment Reports Treasurer's Report Correspondence Current Agenda Items Adjournment</p> <p>c. The Executive Council shall take official action on regular business items consistent with the prepared agenda as detailed in this policy (Section 5.a). Additional action items shall be considered only after a motion to add such items to the agenda. Any such motion shall be considered in the nature of a motion "to suspend the rules" and require a two-thirds (2/3) vote of the members present.</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>a. The Chairperson may call a special meeting at any time and shall call a special meeting upon the presentation of requests, in writing, of four (4) members. Upon the Chairperson's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Executive Council members.</p> <p>Section 7. <u>Hearing of Citizens</u></p> <p>A member of the public present at a meeting of the Executive Council may address the Executive Council in accordance with its rules and policy.</p> <p>Section 8. <u>Rules of Order</u></p> <p>a. The Presiding Office shall require courtesy to prevail at all times.</p> <p>b. The Presiding Officer cannot offer or second a motion without turning over the gavel. His/Her right is to vote on every question by virtue of membership on the Executive Council.</p> <p>c. The Presiding Officer may speak to points of order in preference to other Directors and shall decide questions of order. These decisions may be appealed by Executive Council members.</p>
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<p>Articles of Agreement</p> <p>SC 687,1705</p> <p>SC 324</p>	<p>d. If a motion under debate is composed of two (2) or more parts, the Presiding Officer or Executive Council member may request that it be divided. A separate vote must be taken on each part of the divided motion.</p> <p>e. A motion for adjournment shall always be in order and shall be decided without debate, except that it cannot be entertained when the Executive Council is voting on another question or while a Director is addressing the Executive Council.</p> <p>f. No Director shall be interrupted while speaking, unless s/he be out of order, or for the purpose of correcting mistakes or misrepresentations.</p> <p>g. The Presiding Officer shall require debate on any subject pertinent to that subject.</p> <p>h. Any Director may require a roll call vote on any question.</p> <p>i. In a roll call vote, order will be at the discretion of the Presiding Officer. An abstention is not considered in determining a majority.</p> <p>Section 9. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Executive Council members present and voting, except as provided by statute or these procedures.</p> <p>a. The following actions require a majority vote of the Joint Board, determined by a majority vote of all its voting members and by a concurring vote of three (3) of the four (4) School Boards of the participating school districts:</p> <ol style="list-style-type: none"> <li>1. to purchase a site or sites.</li> <li>2. to adopt the annual budget.</li> <li>3. to approve capital expenditures for buildings</li> <li>4. or equipment.</li> </ol> <p>b. The following action requires the unanimous consent of all remaining members of the Executive Council: appoint as solicitor of the Executive Council a member who has served for two (2) consecutive terms of four (4) years each, after resigning his/her office.</p>
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<p>SC 609</p> <p>SC 687</p> <p>SC 324</p> <p>SC 803</p> <p>SC 1129</p> <p>SC 508, 1707</p> <p>SC 1071, 1073, 1076, 1080</p> <p>SC 1111</p> <p>SC 621</p> <p>Pol. 610</p>	<p>c. The following actions require the recorded affirmative votes of two-thirds of the full number of Executive Council members:</p> <ol style="list-style-type: none"> <li>1. transfer of budgeted funds.</li> <li>2. transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</li> <li>3. elect to a teaching position a person who has served as a school director and who has resigned.</li> <li>4. adopt or change textbooks without the recommendation of the Director.</li> <li>5. dismiss after hearing of a tenured professional employee.</li> </ol> <p>d. The following actions require the recorded affirmative votes of a majority of the full number of Executive Council members:</p> <ol style="list-style-type: none"> <li>1. fixing the length of school term.</li> <li>2. adopting textbooks recommended by the Director.</li> <li>3. appointing the Director and Principal.</li> <li>4. appointing teachers and administrative staff.</li> <li>5. selling or condemning land.</li> <li>6. locating new buildings or changing the location of old ones.</li> <li>7. adopting planned instruction.</li> <li>8. establishing additional schools or departments.</li> <li>9. designating depositories for school funds.</li> <li>10. expending school funds.</li> <li>11. 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).</li> </ol>
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SC 1075, 1077	12. fixing salaries or compensation of officers, teachers, or other appointees of the Executive Council.
SC 508	13. entering into contracts with and making appropriations to other agencies.
SC 508, 514, 1080	14. dismissing after hearing of a nontenured employee.
SC 212	15. adopting a corporate seal for the school.
SC 708	16. vacating and abandoning property to which the Executive Council has title.
SC 1503	17. determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the school shall be closed for the whole day.
Pol. 004	18. removing a member of the Executive Council.
Pol. 004	19. declaring that a vacancy exists on the Executive Council by reason of the failure or neglect of a member to qualify.
Pol. 005	20. removing an officer of the Executive Council.
Pol. 005	21. removing an appointee of the Executive Council.
Pol. 003	22. adopting, amending or repealing a policy or procedure of the Executive Council.
65 P.S. 271 et seq	<p data-bbox="456 1316 727 1350">Section 10. <u>Minutes</u></p> <p data-bbox="456 1390 1544 1491">The Executive Council shall cause to be made and shall retain a permanent record of the minutes of all open meetings of the Executive Council. Said minutes shall be comprehensible and complete and shall show:</p> <ol data-bbox="456 1535 1008 1858" style="list-style-type: none"> <li data-bbox="456 1535 1008 1568">a. the date, place, and time of the meeting.</li> <li data-bbox="456 1610 894 1644">b. the names of members present.</li> <li data-bbox="456 1686 764 1719">c. the presiding officer.</li> <li data-bbox="456 1761 943 1795">d. the substance of all official actions.</li> <li data-bbox="456 1837 667 1871">e. actions taken.</li> </ol>

<p>SC 433</p>	<p>f. recorded votes and a record by individual members of all roll call votes taken</p> <p>g. the names of all citizens who appeared officially and the subject of their testimony.</p> <p>The Secretary shall provide the district Superintendent and each Executive Council member with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of Executive Council meetings shall be approved at the next succeeding meeting. The approved minutes shall be signed by the Secretary of the Executive Council.</p> <p>The minutes are not intended to be transcripts of conversations and discussions of items or issues at the meetings. However, a Director may request that a statement or a specific issue be entered verbatim into the minutes. This request must be made at the public meeting at the time of the remarks.</p> <p>Section 11. <u>Adjournment</u></p>
<p>Pol. 006 Sec. 4c</p>	<p>The Executive Council may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Pol. 006, Sec. 4,c.</p> <p>Section 12. <u>Executive Session</u></p>
<p>Act 84 of 1986 65 P.S. Sec. 277, 278</p>	<p>The Executive Council may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open 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 open meeting prior to or after the executive session.</p> <p>The Executive Council may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> <li>a. employment issues.</li> <li>b. labor relations.</li> <li>c. the purchase or lease of real estate.</li> </ul>

<p>65 P.S. 271 et seq</p>	<ul style="list-style-type: none"><li>d. consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation.</li><li>e. matters which must be conducted in private to protect a lawful privilege or confidentiality.</li></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 13. <u>Discussion Sessions</u></p> <p>The Executive Council may meet as a committee of the whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Executive Council, except that no official action may be taken at the discussion meeting. Public notice of such meetings shall be made.</p> <p>Section 14. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee Chairperson with proper public notice.</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 Executive Council members, and the Director.</p> <p>Each committee chairperson shall appoint a secretary. The committee secretary shall record the minutes and present to the committee the minutes for their approval.</p> <p>If the committee is not scheduled to meet within the following 4-6 weeks, the minutes are to be mailed with a note that they will be deemed approved as submitted, unless a contrary indication from a member is received.</p> <p>Once approved, the minutes will be turned over to the Executive Council Secretary and placed on the agenda for approval.</p> <p>Contents of minutes shall include:</p> <ul style="list-style-type: none"><li>a. Time and place of the meeting.</li><li>b. All in attendance, including community and press attendees.</li></ul>
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<p>School Code 212, 224, 324, 405, 408, 421, 422, 423, 426, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503, 3601, 3603</p> <p>PA Constitution Art. III Sec. I(a) Art. IV Sec. 6</p> <p>Board Policy 004, 005, 006 Sec. 4c</p> <p>PA Statute 65 P.S. 271 et seq</p>	<ul style="list-style-type: none"><li>c. All motions and vote results will be recorded.</li><li>d. Any committee recommendation to the full Executive Council for consideration must be voted out of the committee by a simple majority.</li><li>e. Time of adjournment.</li><li>f. Time and place of next meeting.</li><li>g. Agenda for the next meeting (subject to updating by the committee chairperson prior to the next meeting).</li><li>h. Assignments made to committee members or administration.</li></ul>
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