

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: April 24, 2001

REVISED: DECEMBER 6, 2004  
DECEMBER 4, 2024

	005. ORGANIZATION
SC 401, 404, 421	<p>Section 1. <u>Organization Meeting</u></p> <p>The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Business Administrator/Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President, who shall preside over the nomination and election of a temporary President from among the hold-over Board members. The Board Secretary/Business Administrator shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.</p>
SC 402	<p>The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.</p>
SC 404	<p>Section 3. <u>Officers</u></p> <p>Election of officers shall be by a majority vote 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.</p> <ol style="list-style-type: none"> <li>The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.</li> <li>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 may be a member of the Board.</li> </ol> <p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>

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- 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, and may be a member 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. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.

### **Section 4. Duties**

- a. President - The President shall preside at all regular and special meetings of the Board and perform such other duties as are required by law. The President may call special meetings of the Board. S/He shall execute all documents requiring signatures on behalf of the Board, except as otherwise provided by law or by the Board and shall appoint all committees of the Board.
- b. Vice-President - In the absence of the President, the Vice-President will preside at the meeting and shall perform such other duties as may be assigned by the Board.
- c. Board Secretary The Board Secretary/Business Administrator shall keep a record of proceedings of the Board and shall submit a copy of the minutes to each Board member and the Superintendent. S/He shall keep on file in his/her office all reports, communications, papers and documents relating to the business of the Board or belonging to it. S/He shall perform all duties as may be required by the Board.

### **Section 5. Appointments**

The Board shall have the authority to appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.
2. Solicitor.
3. Independent auditor.
4. Assistant Secretary.
5. Delegates to a state convention or association of school directors.
6. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment in accordance with the provisions of law.

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### **Section 6. Resolutions**

The Board may at the organization meeting, but shall prior to July 1 next following, designate a:

- a. Depository(s) for school funds.
- b. Newspaper(s) of general circulation as defined in law.
- c. Normal day, place and time for regular meetings.
- d. Normal day, place and time for open committee meetings.

### **Section 7. Committees**

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall consist of no more than three (3) members.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings and be appointed by the President.

The President may appoint at the organization meeting or as soon after the organization meeting as practicable members of the Board to the following standing committees: Fiscal, Personnel, Policy, and Property, where they shall serve a term of one (1) year.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

### **Consultants**

The Board may appoint, employ or retain consultants to provide the District with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.

	<p>The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of District schools, but shall act solely as advisor to the Board, officers and employees.</p> <p>The use of consultants from outside the District who promote a particular commercial product is discouraged.</p>
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