

LINE MOUNTAIN SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: April 24, 2001

REVISED: OCTOBER 26, 2004
DECEMBER 4, 2024

	006. MEETINGS
65 P.S. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Parliamentary Procedure At A Glance, New Edition, by O. Garfield Jones shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>QUORUM</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officers</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President 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. 703, 709	<p>Section 4. <u>Meeting Notifications</u></p> <p>Notice of all open public Board meetings, including committee meetings, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>
65 P.S. 703, 709	<ol style="list-style-type: none"> 1. Notice of regular and information meetings shall be given by publication and posting of a schedule showing the date, place and time of all meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting. 2. 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. 3. Notice of all rescheduled meetings shall be given by publication and posting of notice at

<p>SC 423</p> <p>65 P.S. 701 et seq SC 421</p> <p>65 P.S. 701 et seq SC 426</p>	<p>least twenty-four (24) hours prior to the time of the meeting.</p> <ol style="list-style-type: none"> 4. 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. County and 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. 5. Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting. 6. Notice of executive sessions, if not previously announced, shall be provided in writing to Board members at least twenty-four (24) hours prior to the executive session. 7. Notice of all public meetings shall be given to any newspaper(s) circulating in Northumberland County. <p>Section 5. <u>Regular Meetings</u></p> <ol style="list-style-type: none"> A. Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months. B. The Agenda shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each school director at least three (3) days before the meeting. C. The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting: <ol style="list-style-type: none"> 1. Call to order. 2. Pledge of allegiance. 3. Roll call. 4. Recognition of public. 5. Approval of minutes. 6. Reports. 7. Action items. 8. Public Comment. 9. Board Member Comments. 10. Adjournment. <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>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p>
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<p>Pol. 903 65 P.S. 701 et seq</p>	<p>The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:</p> <ul style="list-style-type: none"> • Call To Order. • Roll Call. • Announcement. • Reading of Notice of Meeting. • Transaction of business for which meeting was called. • Public Comment. • Adjournment. <p>Section 7. <u>Hearing of Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
<p>24 P.S. 324 & 508</p>	<p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.</p> <p><i>Special Voting Requirements –</i></p> <p><i>*Indicates actions for which the minutes also must reflect how each school director voted.</i></p> <ol style="list-style-type: none"> 1. Actions requiring the <u>unanimous affirmative vote</u> of all members of the Board remaining in office: <ol style="list-style-type: none"> a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.* b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*
<p>24 P.S. 508, 609, & 687</p>	<ol style="list-style-type: none"> 2. Actions requiring the affirmative <u>votes of two-thirds (6) of the full membership of the Board:</u> <ol style="list-style-type: none"> a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*
<p>24 P.S. 508, & 687 24 P.S. 324 & 508</p>	<ol style="list-style-type: none"> b. Adding or increasing appropriations to meet an emergency or catastrophe.* c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*
<p>24 P.S. 508 & 707</p>	<ol style="list-style-type: none"> d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*

	<p>a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.</p>
65 P.S. 1102	<p>De minimis economic impact – an economic consequence which has an insignificant effect.</p>
65 P.S. 1102	<p>Immediate family – parent, spouse, child, brother or sister.</p>
65 P.S. 1102	<p>Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.</p>
24 P.S. 1129 & 1111	<p>2. Relative recommended for appointment to or dismissal from a teaching position.</p> <p>Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.</p>
65 P.S. C.S.A. 1103 Policy 827	<p>The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.</p> <p><u>Minutes</u></p>
24 P.S. 518	<p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ol style="list-style-type: none"> 1. Date, place, and time of the meeting. 2. Names of school directors present. 3. Presiding officer. 4. Substance of all official actions. 5. Actions taken. 6. Recorded votes and a record by individual members of all roll call votes taken. 7. Names of all residents who appeared officially and the subject of their testimony. 8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.
65 Pa. C.S.A. 706	
65 Pa. C.S.A. 706	
65 Pa. C.S.A. 709 & 712.1	
24 P.S. 407	
24 P.S. 433	
	<p>The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>

24 P.S. 433 Policies 800 & 801	<p>Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.</p>
65 Pa. C.S.A. 706 & 709 Policy 006	<p><u>Recess/Reconvene</u></p> <p>The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.</p>
65 Pa. C.S.A. 707 & 708 24 P.S. 425	<p><u>Executive Session</u></p> <p>The Board 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 Board may discuss the following matters in executive session:</p> <ol style="list-style-type: none"> 1. Employment issues. 2. Labor relations. 3. Purchase or lease of real estate. 4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. 5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
24 P.S. 425	<ol style="list-style-type: none"> 6. School safety and security, of a nature that if conducted in public, would: <ol style="list-style-type: none"> a. Be reasonably likely to impair the effectiveness of school safety measures. b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.
65 Pa. C.S.A. 701 Policy 006	<p>Official actions based on discussions held in executive session shall be taken at an open meeting.</p> <p><u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p>

<p>65 Pa. C.S.A. 703 & 709</p> <p>Policy 006</p> <p>65 Pa. C.S.A. 701</p>	<p><u>Committee Meetings</u></p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.</p>
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