

SUN AREA TECHNICAL INSTITUTE

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: February 21, 2002

REVISED: February 17, 2011

	005. ORGANIZATION
	Section 1. <u>Organization Meeting</u>
SC 402, 421, 1850.3	The Joint Operating Committee shall meet and organize annually during the month of December. Notice of the time and place of the organization meeting shall be given to all members of the Joint Operating Committee by mail at least five (5) days before the proposed meeting by the Secretary of the Joint Operating Committee. The organization meeting shall be a regular meeting.
	Section. 2 <u>Officers/Terms</u>
SC 1850.3	The Joint Operating Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.
Articles of Agreement	a. Annually during the month of December, the Joint Operating Committee shall choose from its members a Chairperson and Vice Chairperson, each to serve a term of one (1) year.
SC 404, 436, 438	b. Annually during the month of May, the Joint Operating Committee shall elect a Treasurer to serve a term of one (1) year beginning the first Monday of July.
SC 404, 431, 432, 1850.3	c. During the month of May, once every four (4) years, the Joint Operating Committee shall elect a Secretary to serve a term of four (4) years beginning the first Monday of July following such election. The Secretary may or may not be a member of the Joint Board.
	Vacancies in any office shall be filled by the members of the Joint Operating Committee; such officers shall serve for the remainder of the unexpired term.
SC 404	The same Joint Operating Committee member may not hold more than one (1) office. No commissioned officer or professional employee of the Joint Operating Committee shall serve, temporarily or permanently, as an officer of the Joint Operating Committee.

<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Officers of the Joint Operating Committee serve at the pleasure of the Joint Operating Committee and may be removed from such office by affirmative vote of a majority of those present and voting.</p>
<p>SC 324, 406</p>	<p>Section 3. <u>Appointments</u></p> <p>The Joint Operating Committee shall have the authority to appoint:</p> <ul style="list-style-type: none"> a. Solicitor. b. Assistant Secretary. c. Independent auditor. d. Delegates to a state convention or association of school directors. e. Other appointees the Joint Operating Committee deems necessary.
<p>SC 434</p>	
<p>SC 2401</p>	
<p>SC 516</p>	
<p>SC 1089, 1850.1</p>	<p>The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Joint Operating Committee and may be removed from such appointment in accordance with the provisions of law.</p>
<p>SC 621</p>	<p>Section 4. <u>Resolutions</u></p> <p>The Joint Operating Committee may at the organization meeting, but shall prior to July 1 next following, designate:</p> <ul style="list-style-type: none"> a. Depository(ies) 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. e. Normal day, place and time for executive sessions of the Joint Operating Committee.
<p>SC 106</p>	
<p>SC 421</p>	

<p>65 Pa. C.S.A Sec. 701 et seq Pol. 006</p>	<p>Section 5. <u>Joint Operating Committee Committees</u></p> <p>The Joint Operating Committee has the authority to appoint Joint Operating Committee committees. Joint Operating Committee committees authorized to take official action or render advice on school business shall act in accordance with the provisions of the Sunshine Act.</p> <p>Committees shall not include a majority of the membership of the Joint Operating Committee.</p> <p>Members shall be appointed by the Chairperson who shall serve as an ex-officio member on all committees, and who shall appoint the Administrative Director as an ex-officio member of all committees.</p> <p>A member may request or refuse appointment to a committee.</p> <p>Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.</p> <p>Each committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.</p> <p>Ad Hoc committees may be created, charged and assigned a fixed termination date which may be extended from time to time by the Chairperson, or a majority of the Committee members present at any meeting at which the need for a committee becomes evident.</p> <p>Members of committees shall serve until the committee is discharged.</p>
<p>SC 1808, 1842 Title 22 Sec. 4.33, 339.13</p> <p>Title 22 Sec. 4.33</p>	<p>Section 6. <u>Local Advisory Committee</u></p> <p>The Joint Operating Committee shall appoint a Local Advisory Committee composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions, community organizations and the public.</p> <p>The Local Advisory Committee shall meet at least once each year and shall advise the Joint Operating Committee and administration concerning the school's program, philosophy, academic and other standards, Strategic Plans, course offerings, support services, safety requirements, and the skill needs of employers.</p>

<p>Title 22 Sec. 4.33 Pol. 100</p> <p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p> <p>SC 1808, 1842 Title 22 Sec. 4.33, 339.14</p>	<p>Section 7. <u>Professional Advisory Committee</u></p> <p>A Professional Advisory Committee composed of the chief school administrators of the participating districts shall advise the Joint Operating Committee and administration concerning the educational program and policies of the school. The Committee shall play an integral part in the development of the school's Strategic Plan.</p> <p>Section 8. <u>Occupational Advisory Committee</u></p> <p>The Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions and community organizations.</p> <p>A Committee shall be established for each program to advise the Joint Operating Committee and administration on curriculum, equipment, instructional materials, safety requirements, program evaluation and other matters in order to verify that the program meets industry standards and relevant licensing criteria, and that the program prepares students with occupation related competencies. The Committee shall meet at least once each year.</p> <p>Section 9. <u>Consultants</u></p> <p>The Joint Operating Committee may appoint, employ or retain consultants to provide the school with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Joint Operating Committee.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Joint Operating Committee. A consultant shall not be charged with the implementation of a report.</p> <p>A consultant has no administrative authority over any facet of the school, but shall act solely as advisor to the Joint Operating Committee, officers and employees.</p> <p>The use of consultants from outside the school who promote a particular commercial product is discouraged.</p>
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References:

Pennsylvania Constitution – PA Const. Art. VI Sec. 7

School Code – 24 P.S. Sec. 106, 324, 402, 404, 406, 421, 431, 432, 434, 436, 438, 514, 516, 621, 1089, 1410, 1808, 1842, 1850.1, 1850.3, 2401

State Board of Education Regulations – 22 PA Code Sec. 4.33, 339.13, 339.14

Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.

Joint Operating Committee Policy – 006, 100, 616, 811