

SUN AREA TECHNICAL INSTITUTE

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: MEETINGS

ADOPTED: February 21, 2002

REVISED: February 17, 2011

	006. MEETINGS
65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Joint Operating Committee meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised shall govern the Joint Operating Committee in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Joint Operating Committee procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Joint Operating Committee. No business shall be transacted at a meeting without a quorum, but the members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The Chairperson shall preside at all meetings of the Joint Operating Committee. In the absence, disability or disqualification of the Chairperson, the Vice Chairperson shall act instead. If neither person is present, a Joint Operating Committee member 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 Pa. C.S.A. Sec. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public meetings of the Joint Operating Committee, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Joint Operating Committee and the posting of such notice at the administrative offices of the Joint Operating Committee.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>

65 Pa. C.S.A Sec. 703, 709	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.
65 Pa. C.S.A Sec. 703, 709	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.
65 Pa. C.S.A Sec. 703	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.
65 Pa. C.S.A Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in SUN Area Technical Institute's attendance area and a radio or television station which so requests.
	f. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423 65 Pa. C.S.A. Sec. 709	Notice of all rescheduled and special meetings shall be given to Joint Operating Committee members no later than twenty-four (24) hours prior to the time of the meeting.
	Section 5. <u>Regular Meetings</u>
SC 421 65 Pa. C.S.A Sec. 701 et seq	Regular meetings of the Joint Operating Committee shall be public and shall be held in the Conference Room of the school on the third Thursday of the month, except the months of January, July, September and November or when and where otherwise determined.
	a. Agenda
	It shall be the responsibility of the Administrative Director to prepare an agenda of the items of business to come before the Joint Operating Committee at each regular meeting. The agenda, together with all relevant reports, shall be provided to each Joint Operating Committee member prior to the meeting.

<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p>	<p>b. Order Of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the Chairperson or a majority of those present and voting:</p> <p>Call to Order Roll Call Approval of Minutes Additions to Agenda Acknowledgements of Visitors/Public Concerns/Request Treasurer's Report Approval of Bills and Payroll SUN Tech Teachers' Association Report Director's Report Superintendent of Record Report New Business Additions to the Agenda Other Business Adjournment</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by the Sunshine Act.</p> <p>The Chairperson may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Joint Operating Committee 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 Joint Operating Committee members.</p> <p>The order of business for special meetings shall be as follows unless altered by the Chairperson or a majority of those present and voting:</p> <p>Call To Order Roll Call Announcement Reading of Notice of Meeting Transaction of Business for Which Meeting was Called Adjournment</p>
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SC 423	<p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meeting.</p> <p>Section 7. <u>Public Participation</u></p>
65 Pa. C.S.A Sec. 701 et seq Pol. 903	<p>A member of the public present at a meeting of the Joint Operating Committee may address the Joint Operating Committee in accordance with law and Joint Operating Committee procedures and policy.</p> <p>Section 8. <u>Voting By The Joint Board</u></p>
SC 1850.1	<p>All actions of the Joint Board shall be by a majority vote of the members of the Board, either in convention or by mail ballot, as selected by the Joint Board.</p> <p>Section 9. <u>Voting By The Joint Operating Committee</u></p> <p>All motions shall require for adoption a majority vote of those Joint Operating Committee members present and voting, except as provided by statute or Joint Operating Committee procedures.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Joint Operating Committee members:</p>
SC 609, 687	1. Transfer budgeted funds during the first three (3) months of the fiscal year.
SC 687	2. Transfer any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.
SC 803	3. Adopt or change textbooks without the recommendation of the Administrative Director.
SC 1129	4. Dismiss, after hearing, a tenured professional employee.
	<p>b. The following actions require the recorded affirmative votes of a majority of the full number of Joint Operating Committee members:</p>
Pol. 108	1. Fixing the length of the school term.
	2. Adopting textbooks recommended by the Administrative Director.
SC 1850.1	3. Appointing the Administrative Director and Assistant Administrative Director.

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SC 1804, 1850.1	4. Appointing teachers and principals.
Pol. 107	5. Adopting planned instruction.
	6. Establishing additional schools or departments.
SC 621	7. Designating depositories for school funds.
	8. Expending school funds.
Pol. 610	9. 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).
SC 1850.1	10. Fixing salaries or compensation of officers, teachers, or other appointees of the Joint Operating Committee.
SC 514, 1080	11. Dismissing, after hearing, a nontenured employee.
SC 212	12. Adopting a corporate seal for the school.
SC 708	13. Vacating and abandoning property to which the Joint Operating Committee has title.
SC 1503	14. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed for the whole day.
	15. Removing a Joint Operating Committee member.
	16. Declaring that a vacancy exists on the Joint Operating Committee by reason of the failure or neglect of a school director to qualify.
Pol. 003	17. Adopting, amending, or repealing a Joint Operating Committee procedure or policy.

<p>SC 518 65 Pa. C.S.A Sec. 706</p>	<p>Section 10. <u>Minutes</u></p> <p>The Joint Operating Committee shall cause to be made, and shall retain as a permanent record of the school, minutes of all open Joint Operating Committee meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> a. Date, place, and time of the meeting. b. Names of Joint Operating Committee members present. c. Presiding officer. d. Substance of all official actions. e. Actions taken.
<p>65 Pa. C.S.A Sec. 705</p>	<ul style="list-style-type: none"> f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all citizens who appeared officially and the subject of their testimony. <p>The Joint Operating Committee Secretary shall provide each Joint Operating Committee member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Joint Operating Committee meetings shall be approved at the next succeeding meeting and signed by the Secretary of the Joint Operating Committee.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Joint Operating Committee meeting but may be available for public access, upon request, in accordance with Joint Operating Committee policy. Any notations and/or audiovisual recordings of a Joint Operating Committee meeting shall be retained and disposed of in accordance with the established records retention schedule.</p>
<p>65 Pa. C.S.A Sec. 703, 709 Pol. 006</p>	<p>Section 11. <u>Recess/Reconvene</u></p> <p>The Joint Operating Committee 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 Joint Operating Committee policy.</p>

<p>65 Pa. C.S.A Sec. 707, 708</p>	<p>Section 12. <u>Executive Session</u></p> <p>The Joint Operating Committee 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 Joint Operating Committee may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> a. Employment issues. b. Labor relations. c. The purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation. e. Matters which must be conducted in private to protect a lawful privilege or confidentiality. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A Sec. 701 et seq Pol. 006</p> <p>Pol. 006</p> <p>65 Pa. C.S.A Sec. 703, 709 Pol. 006</p>	<p>Section 13. <u>Work Sessions</u></p> <p>The Joint Operating Committee 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 Joint Operating Committee procedures.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the Chairperson. The Chairperson shall call such a meeting when requested to do so by Joint Operating Committee members. Public notice of such meeting shall be made in accordance with Joint Operating Committee procedures.</p> <p>The Joint Operating Committee Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Joint Operating Committee procedures.</p>

<p>65 Pa. C.S.A Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A Sec. 701 et seq</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, 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, committee meetings shall be open to the public, other Joint Operating Committee members, the Administrative Director, and the Chief School Administrator.</p> <p>A majority of the committee or the Chairperson may invite Joint Operating Committee employees, consultants or other persons who may have special knowledge of the area under investigation.</p> <p>Joint Operating Committee members who are not committee members but who attend committee meetings may not vote on committee matters.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 405, 421, 422, 423, 426, 427, 428, 433, 514, 518, 609, 621, 687, 708, 803, 1080, 1129, 1503, 1850.1</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Joint Operating Committee Policy – 003, 004, 005, 006, 107, 108, 604, 610, 800, 801, 903</p>
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