



SECTION: OPERATING COMMITTEE
PROCEDURES

TITLE: ORGANIZATION

ADOPTED: December 19, 1996

REVISED: September 27, 2012

	005. ORGANIZATION
1. Purpose	
SC 1850.3	Section 1. <u>Organization Meeting</u> The Operating Committee shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all members of the Operating Committee by mail at least five (5) days before the proposed meeting by the Secretary of the Operating Committee. The organization meeting shall be a regular meeting.
SC 1850.3(d)	Section 2. <u>Officers</u> Each year during the month of December, the Operating Committee shall choose from its members a Chairperson and Vice-Chairperson, each to serve for one (1) year; and shall, annually, during the month of May elect a Treasurer to serve for one (1) year, beginning the first Monday in July following such election; and shall, during the month of May, once every four (4) years, elect a Secretary, who may or may not be a member of the area vocational-technical Board, to serve a term of four (4) years, beginning the first Monday of July following such election. Vacancies in any office shall be filled by the members of the Operating Committee, and such appointed officers shall serve for the remainder of the unexpired term. Section 3. <u>Superintendent of Record</u> The Operating Committee shall annually in March select a Superintendent of Record to serve for the year beginning on the following July 1. The Superintendent of Record shall be either the Executive Director of the Northwest Tri-County Intermediate Unit or a Superintendent of one of the participating school districts. Section 4. <u>Appointments</u> The Operating Committee may appoint:
SC 1410	a. school physician(s)
SC 1410	b. school dentist(s)

SC 406, 324	c. a school solicitor
	d. an independent auditor
SC 516	e. delegates to a State convention or association of school directors
SC 406	f. such other assistants, clerks and employees as the Operating Committee deems proper.
SC 514	Appointees of the Operating Committee 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 therefore and an opportunity for a hearing and provided that said removal has been approved by the affirmative vote of a majority of the full number of Operating Committee members. Section 5. <u>Resolutions</u> The Operating Committee may at the organization meeting but shall prior to July 1 next following:
SC 621	a. designate a depository for school funds
SC 106	b. designate newspaper(s) of general circulation as defined in accordance with law
SC 421	c. designate a normal day, place and time for regular meetings
	d. designate a normal day, place and time for open committee meetings
	Section 6. <u>Internal Committees</u> a. Committees shall, when specifically charged to do so by the Operating Committee, conduct studies, make recommendations to the Operating Committee and act in an advisory capacity, but shall not take action on behalf of the Operating Committee b. The Chairperson of the Operating Committee may from time to time appoint committees composed of its own members or of non-members such as school administrators, professional specialists, or citizens of specialized competency to explore subjects or areas requiring investigative development. The Director may also appoint professional or lay committees or a combination of both to study, investigate, research, or develop procedures, methods, or means of improving services to the school. The duties of the committee will be outlined at the time of appointment. A committee will be considered dissolved when its final report has been tendered and accepted.

SC 1842 2. Definition 3. Authority 4. Delegation of Responsibility 5. Guidelines	Section 7. <u>External Advisory Committees</u> In the development of rules, regulations and arrangements for the operation of the technical school, the Director should include at the planning stage, whenever feasible, those employees who will be affected by such provisions. The Director should weigh with care counsel given by employees, especially that given by groups designated to represent large segments of the staff and shall communicate such counsel to the Superintendent of Record and the Operating Committee. a. Advisory Committee The Operating Committee shall appoint a general advisory committee composed of representatives of business and industry and school administrators and, upon the request of the general advisory committee, shall appoint craft or course committees. The advisory committee shall advise the Operating Committee on such matters as the need for a particular shop, laboratory, occupation, equipment, curriculum, labor management coordination, business and industrial requirements or selection of personnel. b. Advisory Counsel A professional advisory counsel composed of the Superintendent of each participating school district shall meet regularly upon the call of the Superintendent of Record to advise the Operating Committee on matters concerning the organization and operation of the program. c. Liaison for Committees The Superintendent of Record or a member of his/her staff named by him/her shall act as liaison officer and as executive officer for and between the several committees. School Code 106, 324, 401, 402, 404, 405, 406, 421, 434, 436, 438, 514, 516, 621, 683, 1401
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