



SECTION: OPERATING

TITLE: MEETINGS

ADOPTED: December 19, 1996

REVISED: September 27, 2012

006. MEETINGS	
1. Purpose	Section 1. <u>Parliamentary Authority</u>
65 P.S. 271 et seq	Robert's Rules of Order, Newly Revised, including small group rules shall govern the Operating Committee in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.
SC 422	Section 2. <u>Quorum</u> A quorum shall be six (6) committee members present at a meeting. No business shall be transacted at a meeting without a quorum, but the committee members at such a meeting may adjourn to another time.
SC 426, 428, 405	Section 3. <u>Presiding Officer</u> The Chairperson shall preside at all meetings of the Operating Committee. In the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall act instead; if neither person is present, a 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.
65 P.S. 271 et seq Act 84 of 1986	Section 4. <u>Notice</u> Notice of all open public meetings of the Operating Committee, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation designated by the Operating Committee and the posting of such notice at the offices of the Operating Committee.
65 P.S. 271 et seq	a. Notice of regular meetings shall be given by the publication, posting of a schedule showing the date, place and time of all regular meetings at least three (3) days prior to the time of the first regular meeting.
65 P.S. 271 et seq	b. Notice of all special meetings shall be given by publication, 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 P.S. 271 et seq	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. 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. e. Notice of all public meetings shall be given to any newspaper circulating in Erie County or 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.
65 P.S. 271 et seq SC 421	Section 5. <u>Regular Meetings</u> Regular meetings of the Operating Committee shall be public and shall be held at least once every two (2) months. a. It shall be the responsibility of the Director and Committee Chairperson to prepare an agenda of the items of business to come before the Operating Committee at each regular meeting. The agenda, together with all such reports as can be completed, shall be provided each committee member before the meeting. b. The order of business shall be as follows, unless altered by the Chairperson: I. Call to Order II. Approval of Minutes III. Guests and Public Comment IV. Correspondence V. Business VI. Human & Quality Resources VII. Operations A. Administrative Reports C. Staff Travel D. Field Trips, Fundraising, Community Activities E. Facility Use Requests F. Other Operations VIII. Other Business IX. Supplemental Information X. Adjournment Section 6. <u>Special Meetings</u>
65 P.S. 271 et seq	Special meetings shall be public and may be called for special or general purposes.

SC 426	The Chairperson may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing, of three (3) 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 committee members. Section 7. <u>Hearing of Citizens</u>
Pol. 903	A member of the public present at a meeting of the Operating Committee may address the Operating Committee in accordance with the Operating Committee's rules. Section 8. <u>Voting</u> All motions shall require for adoption a majority vote of those committee members present and voting except as provided by statute or these procedures.
SC 609	a. The following actions require the recorded affirmative votes of two-thirds of the full number of the Operating Committee:
SC 687	1. Transfer of budgeted funds.
SC 324	2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
SC 803	3. Elect to a teaching position a person who has served as a school director and who has resigned.
SC 1129	4. Adopt or change textbooks without the recommendation of the Director.
SC 508	5. Dismiss after hearing of a tenured professional employee.
SC 1071, 1073, 1076, 1080 SC 1111, 1129	b. The following actions require the recorded affirmative votes of a majority of the full number of Operating Committee members: 1. Fixing the length of school term. 2. Adopting textbooks recommended by the Director. 3. Appointing the Director and the Assistant Director. 4. Appointing teachers and principals. 5. Adopting the annual budget.

SC 621	6. Purchasing, selling, or condemning land.
	7. Adopting courses of study.
	8. Establishing additional schools or departments.
	9. Designating depositories for school funds.
	10. Expending school funds.
Pol. 610	11. 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 1075, 1077	12. Fixing salaries or compensation of officers, teachers, or other appointees of the Operating Committee.
SC 508, 514, 1080	13. Dismissing, after hearing, of a nontenured employee.
SC 212	14. Adopting of a corporate seal for the school.
SC 708	15. Vacating and abandoning property to which the Operating Committee has title.
SC 1503	16. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the school shall be closed for the whole day.
Pol. 004	17. Removing a member of the Operating Committee.
Pol. 004	18. Declaring that a vacancy exists on the Operating Committee by reason of the failure or neglect of a committee member to qualify.
Pol. 005	19. Removing a member of the Operating Committee.
Pol. 005	20. Removing an appointee of the Operating Committee.
	21. Adopting, amending or repealing a policy or procedure of the Operating Committee.
	Section 9. <u>Minutes</u>
65 P.S. 271 et seq	The Operating Committee shall cause to be made and retain as a permanent record of the school, minutes of all open meetings of the Operating Committee. Said minutes shall be comprehensible and complete and shall show:

SC 433	a. the date, place, and time of the meeting b. the names of members present c. the presiding officer d. the substance of all official actions e. actions taken 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. The Secretary shall provide each Operating Committee member with a copy of the minutes of the last meeting prior to the next regular meeting. Tape recordings shall be made of any selected meeting of the Operating Committee. The minutes of Operating Committee meetings shall be approved at the next succeeding meeting and shall be signed by the Secretary of the Operating Committee.
Pol. 006 Sec. 4c	Section 10. <u>Adjournment</u> The Operating Committee may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in policy 006, Sec. 4, c. Section 11. <u>Executive Session</u> The 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. The Operating Committee may discuss the following matters in executive session: a. employment issues

2. Definition 3. Authority 4. Delegation of Responsibility 5. Guidelines	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. Official actions based on discussions held in executive session shall be taken at a public meeting. Section 12. <u>Discussion Sessions</u> The Operating Committee may meet as a committee of the whole in an open meeting to discuss issues to be acted upon at a subsequent regular or special meeting of the Operating Committee, except that no official action may be taken at the discussion meeting. Public notice of such meetings shall be made. Section 13. <u>Committee Meetings</u> Committee meetings may be called at any time by the committee chairperson with proper public notice or when requested to do so by a majority of the members of the committee. Unless held as an executive session, committee meetings shall be open to the public, other Operating Committee members, and the Director.
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