

Book	Policy Manual
Section	000 Local Joint Operating Committee Procedures
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Legal	1. 24 P.S. 402 2. 24 P.S. 421 3. 24 P.S. 1850.3 4. 24 P.S. 404 5. 24 P.S. 436 6. 24 P.S. 438 7. 24 P.S. 431 8. 24 P.S. 432 9. PA Const. Art. VI Sec. 7 10. Pol. 006 11. 24 P.S. 324 12. 24 P.S. 406 13. 24 P.S. 2401 14. 24 P.S. 516 15. 24 P.S. 1089 16. 24 P.S. 1850.1 17. 24 P.S. 621 18. 24 P.S. 106 19. 65 Pa. C.S.A. 701 et seq 20. 24 P.S. 1808 21. 24 P.S. 1842 22. 22 PA Code 4.33 23. 22 PA Code 339.13 24. Pol. 100 25. 22 PA Code 339.14 24 P.S. 514 24 P.S. 1410 - Pol. 616 - Pol. 811
Last Revised	March 22, 2018

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Organization Meeting

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 communicated 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Officers/Terms

The Joint Operating Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.[\[3\]](#)

1. **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.
2. 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.[\[4\]](#)[\[5\]](#)[\[6\]](#)
3. 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.[\[3\]](#)[\[4\]](#)[\[7\]](#)[\[8\]](#)

Vacancies in any office shall be filled by **election of the Joint** Operating Committee; such officers shall serve for the remainder of the unexpired term.

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.[\[4\]](#)

Officers of the Joint Operating Committee serve at the pleasure of the Joint Operating Committee and may be removed from such office by the affirmative vote of a majority of those present and voting.[\[9\]](#)[\[10\]](#)

Appointments

The **Joint** Operating Committee **shall have the authority to** appoint:

1. Solicitor.[\[11\]](#)[\[12\]](#)
2. Independent auditor.[\[13\]](#)
3. Delegates to a state convention or association of school directors.[\[14\]](#)
4. Other **appointees** the **Joint Operating** Committee deems **necessary**.[\[15\]](#)[\[16\]](#)

The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.

Appointees **serve at the pleasure of the Joint Operating Committee and** may be removed from **such appointment in accordance with the provisions of law.**[\[9\]](#)[\[10\]](#)

Resolutions

The **Joint** Operating Committee may at the organization meeting, but shall prior to July 1 next following, **designate**:

1. Depositories for school funds.[\[17\]](#)
2. Newspaper(s) of general circulation, as defined in law.[\[18\]](#)
3. Normal day, place and time for regular meetings.[\[2\]](#)
4. Normal day, place and time for open committee meetings.

Joint Operating Committees

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.[\[10\]](#)[\[19\]](#)

Committees shall not include a majority of the membership of the Joint Operating Committee.

A member may request or refuse appointment to a committee.

Each Joint Operating Committee committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended from time to time by the Chairperson.

Advisory Committees/Consultants

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 of 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.

Local Advisory Committee

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.**[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

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.**[\[22\]](#)

Professional Advisory Committee

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.**[\[22\]](#)[\[24\]](#)

Occupational Advisory Committee

The **Occupational Advisory Committee shall be composed of representatives of business, industry, public employers, agriculture, labor, postsecondary institutions and community organizations.**[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[25\]](#)

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 twice each year.[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[25\]](#)

Consultants

In the development of rules, regulations and arrangements for the operation of the technical school, the Director should include at the planning stage, wherever 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.

Liaison for Committees

The Superintendent of Record or **a designee** shall act as liaison officer and as executive officer for and between **designated** committees.

Last Modified by Terri Birchard on March 22, 2018