

**COMMONWEALTH CHARTER
ACADEMY**

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 18, 2015

REVISED:

<p>24 P.S. § 407* 65 Pa. C.S.A. § 710</p> <p>24 P.S. § 422 Bylaws §8.3</p> <p>24 P.S. § 405, 426, 427, 428 Bylaws §§11.1, 12.1</p> <p>65 Pa. C.S.A. § 703, 709</p> <p>65 Pa. C.S.A. § 703, 709</p> <p>65 Pa. C.S.A. § 703,</p>	<p>006. MEETINGS</p> <p>§ 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. The Modern Rules of Order (ABA, Tortorice, editor) shall govern the Board in its deliberations in all cases in which it is not inconsistent with the applicable provisions any statute, any regulation of the State Board, or Board procedures.</p> <p>§ 2. <u>Quorum</u></p> <p>A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p> <p>§ 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President 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> <p>§ 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including Board Workshops, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p> <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 at least three (3) days prior to the time of the first regular meeting.</p> <p>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</p>
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<p>709</p> <p>65 Pa. C.S.A. § 703, 709</p> <p>65 Pa. C.S.A. § 703</p> <p>65 Pa. C.S.A. § 709</p> <p>24 P.S. § 423 65 Pa. C.S.A. § 701 et seq.</p> <p>24 P.S. § 421 65 Pa. C.S.A. § 701 et seq.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>e. Notice of all public meetings shall be given to a newspaper(s) circulating in Dauphin County. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p> <p>Notice of all rescheduled meetings and special meetings shall be given to Board members no later than twenty-four (24) hours prior to the time of the meeting.</p> <p>§ 5. <u>Regular Meetings</u></p> <p>Unless otherwise advertised, the Board shall set and announce its regular meeting schedule for the subsequent school year no later than the date of the annual meeting. Regular Board meetings shall be public.</p> <p>a. Agenda</p> <p>The President and Chief Executive Officer shall have the responsibility of planning the agenda and gathering all background material which pertains to items to be considered by the Board.</p> <p>It shall be the duty of the Chief Executive Officer to deliver or cause to be delivered to all Board members such recommendations and information prior to a Board meeting in order to give the Board members the opportunity to acquaint themselves with those matters which very likely will be on the agenda of the forthcoming meeting.</p> <p>The Board members shall determine what changes or elimination of items are desirable and relate the same to the Board President and/or the Chief Executive Officer</p> <p>b. Order of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting: Executive Session (If necessary). Call to Order. Roll Call. Public Comment. Approval of Agenda. Approval of Minutes and Consent Items.</p>
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<p>24 P.S. § 423, 426 65 Pa. C.S.A. § 701 et seq.</p>	<p>Approval of Action Items. Oral Reports. Board Comments. Adjournment.</p> <p>§ 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes except when conducted as an executive session for purposes authorized by the Sunshine Act.</p>
<p>24 P.S. § 426 Bylaws §8.2</p>	<p>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of a majority of all Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p>
<p>24 P.S. § 423</p>	<p>No business shall be transacted at any special meeting except that named in the call sent to members for such special meetings.</p>
<p>65 Pa. C.S.A. § 701 et seq.</p>	<p>§ 7. <u>Hearing of the Public</u></p> <p>A member of the public in attendance at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>
<p>Bylaws §8.5</p>	<p>§ 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures. A Board member who is present at a meeting of the Board, or of a committee of the Board, at which action on any corporate matter is taken, shall be presumed to have assented to the action taken unless his or her dissent is entered in the minutes of the meeting or unless the Board member files a written dissent to the action with the Secretary of the meeting before the adjournment thereof or transmits the dissent in writing to the Secretary of the Corporation immediately after the adjournment of the meeting. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p>
<p>24 P.S. § 518 65 Pa. C.S.A. § 706</p> <p>65 Pa. C.S.A. § 705</p>	<p>§ 9. <u>Minutes</u></p> <p>The Board shall cause to be made and shall retain as a permanent record of the school, minutes of all open Regular Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ol style="list-style-type: none"> a. The date, place and time of the meeting b. The names of Board 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 Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.

Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Notations and any tape or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the school's records retention schedule.

§ 10. Recess/Reconvene

The Board 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 Board policy.

§ 11. Executive Session

The Board 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 Board may discuss the following matters in executive session:

- a. Employment issues.
- b. Labor relations.
- c. Purchases or lease of real estate.
- d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
- e. Matters that must be conducted in private to protect a lawful privilege, corporate

65 Pa. C.S.A. § 707,
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<p>65 Pa. C.S.A. § 701 et seq.</p>	<p>strategy or confidentiality.</p> <p>f. Such other matters as may be permitted by the provisions of the PA Sunshine Act.</p> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>§ 12. <u>Work Sessions</u></p> <p>The Board 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.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p>
<p>65 Pa. C.S.A. § 703, 709</p>	<p>§13. <u>Committee Meetings</u></p> <p>Committee meetings may be called at any time by the committee chairperson, or when requested to do so.</p>
<p>65 Pa. C.S.A. § 703, 709</p>	<p>A majority of the total membership of a committee shall constitute a quorum.</p>
<p>65 Pa. C.S.A. § 701 et seq.</p>	<p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.</p>
<p>*Note – Statutory provisions highlighted in yellow are not mandatory for cyber charter schools.</p>	<p>References:</p> <p>School Code – 24 P.S. § 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. § 701 et seq.</p>