

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: MEETINGS

ADOPTED: September 21, 2006

REVISED: October 20, 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, including group rules 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 calendar 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 Westmoreland County 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 of the Joint Operating Committee shall be given to Joint Operating Committee members no later than twenty-four hours prior to the time of the meeting.
65 Pa. C.S.A Sec. 701 et seq SC 421	Section 5. <u>Regular Meetings</u> Regular meetings of the Joint Operating Committee shall be public and shall be held in the conference room of the Northern Westmoreland Career and Technology Center on the third Thursday of each month, except when otherwise determined. a. Agenda It shall be the responsibility of the Administrative Director to plan and 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. b. Order Of Business The order of business for regular meetings shall be as follows, unless altered by the Chairperson or a majority of those present and voting: Roll Call Call To Order Recognition Of Visitors Comments By Visitors

	<p>Approval Of Minutes Finance Reports Correspondence Old Business New Business Administration Personnel Citizen Comments Adjournment</p>
65 Pa. C.S.A. Sec.701 et seq SC 423, 426	<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 purposed authorized by the Sunshine Act.</p>
SC 426	<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> <ul style="list-style-type: none"> Call to Order Roll Call Announcement Reading of Notice of Meeting Transaction of Business for Which Meeting was Called Adjournment
SC 423	<p>No business shall be transacted at any special meeting except that named in the call sent to the members for such special meeting.</p>
Pol. 903 65 Pa. C.S.A Sec. 701 et seq	<p>Section 7. <u>Public Participating</u></p> <p>A member of the public present at a meeting of the Joint Operating Committee may address the Joint Operating Committee in accordance with the policy established by the Joint Operating Committee. There will be a time limit of three (3) minutes for each speaker. It is the policy of the Board and the law under the Sunshine Act that matters regarding current litigation or matters concerning personnel issues will not be discussed in open session.</p>

SC 621	<p>6. Establishing additional schools or departments.</p> <p>7. Designating depositories for center funds.</p> <p>8. Expending the center's funds.</p>
Pol. 610	<p>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).</p>
SC 1850.1	<p>10. Fixing salaries or compensation of officers, teachers, or other appointees of the Joint Operating Committee.</p>
SC 514, 1080	<p>11. Dismissing, after hearing, a nontenured employee.</p>
SC 212	<p>12. Adopting a corporate seal for the center.</p>
SC 708	<p>13. Vacating and abandoning property to which the Joint Operating Committee has title.</p>
SC 1503	<p>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.</p> <p>15. Removing a Joint Operating Committee member.</p> <p>16. Declaring that a vacancy exists on the Joint Operating Committee by reason of the failure or neglect of a school director to qualify.</p>
Pol. 003	<p>17. Adopting, amending, or repealing a Joint Operating Committee procedure or policy.</p>
65 Pa. C.S.A. Sec. 706 SC 518	<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 center, minutes of all open meetings of the Joint Operating Committee. Said minutes shall be comprehensible and complete and shall show:</p> <p>a. The date, place, and time of the meeting.</p> <p>b. The names of Joint Operating Committee members present.</p>

<p>65 Pa. C.S.A Sec. 705</p> <p>SC 433</p> <p>SC 407 Pol. 800, 801</p> <p>Pol. 006 65 Pa. C.S.A Sec. 703, 709 Pol. 006</p> <p>65 Pa. C.S.A Sec. 707, 708</p>	<p>c. The presiding officer.</p> <p>d. The substance of all official actions.</p> <p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>g. The names of all citizens who appeared officially and the subject of their testimony.</p> <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>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>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>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>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</p>
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	<p>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>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<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>
Pol. 006	<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 procedure.</p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<p>The Joint Operating Committee Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Joint Operating Committee procedures.</p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<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 members of the committee.</p>
65 Pa. C.S.A. Sec. 701 et seq	<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</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>	<p>Committee employees, consultants or other persons who may have special knowledge of the area under investigation.</p>
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