

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 005

SECTION: Board Bylaws

TITLE: Organization

ADOPTED: August 16, 2018¹

REVISED: October 19, 2023

005 ORGANIZATION

Purpose

This policy sets forth how the Board of Education (“Board”) conducts its organization meetings, meetings whereby the Board elects officers, sets its calendar, and designates committee members.

Authority

The Public School Code and Philadelphia Home Rule Charter permit the Board to adopt and enforce such reasonable rules and regulations as it may deem necessary and proper for its governance as well as the management of the affairs of The School District of Philadelphia (“District”) and its operations. [1][2][3][4][5][6]

Core Requirements

Organization Meeting

The Board shall hold an organization meeting during the first week of December. [5] The organization meeting shall be a regular meeting. [5][7][8] The Board shall also hold an organization meeting subsequent to a mayoral election and appointment of a new Board.

Order

All organization meetings shall be called to order by the current President or Vice-President. If there is not a current President or Vice-President, the Superintendent, in their role as Secretary of the Board, shall call the meeting to order. [7]

Officers

At each organization meeting, the Board shall by majority vote of all its members elect a President and a Vice-President from among its members. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes. Vacancies in any office shall be filled in the same manner; such officers shall serve for the remainder of the unexpired term. [5][7]

¹ This policy was originally adopted as Policy 004: Board Norms and Organization

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of those present and voting. [9][10]

The same Board Member may not hold more than one (1) office of the Board. [5][7]

President - As the executive officer of the Board, the President shall preside at all meetings of the Board. The President may call special meetings of the Board and shall call a special meeting whenever so requested by any three (3) members of the Board. The President shall execute any and all deeds, contracts, reports, and other documents pertaining to the business of the Board which require the signature of the President. In addition, the President shall perform any duties as assigned by the Board and those responsibilities specifically delineated in the relevant portions of statutory law. [11][12]

Vice-President - The Vice-President shall act in the absence of the President and as directed by the Board shall execute any and all deeds, contracts, and other papers pertaining to the business of the Board, and perform all other duties imposed on the President. In the absence of the Chairperson or co-Chairperson of a standing committee, the Vice-President shall serve as the Chairperson. [13]

Secretary and Treasurer - The Superintendent of Schools shall serve as Secretary and Treasurer of the Board. The Superintendent of Schools shall attend all meetings of the Board, and may attend all meetings of any Board committees, except those concerned with the Superintendent's own salary, benefits, or tenure. The Superintendent shall have the right to advise on any question or matter under consideration but shall have no right to vote. As Secretary and Treasurer of the Board, the Superintendent shall perform such duties pertaining to the business of the District as are required by law or as the Board may direct. [7][14]

Resolutions

The Board may at the organization meeting, but shall prior to July 1, designate:

- Depositories for school funds. [15]
- Newspaper(s) of general circulation as defined in law. [16]
- Normal day, place and time for regular meetings. [17]
- Normal day, place and time for public standing committee meetings.

Legal References:

1. [24 P.S.](#) §4-407
2. [24 P.S.](#) §4-422
3. [24 P.S.](#) §4-423
4. [PA Sunshine Act](#) – 65 Pa.C.S. §710
5. [Home Rule Charter](#) §12-209
6. [Home Rule Charter](#) §12-300
7. [Home Rule Charter](#) §12-208
8. [24 P.S.](#) §4-421
9. [P.A. Const.](#) Art. 6 §7
10. [Policy](#) 006 - Meetings
11. [24 P.S.](#) §4-426
12. [24 P.S.](#) §4-427

13. [24 P.S.](#) §4-428
14. [24 P.S.](#) §4-431
15. [24 P.S.](#) §4-621
16. [24 P.S.](#) §4-106
17. [24 P.S.](#) §4-421

Related Information:

1. [005 Organization](#) Board Operating Guidelines