

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: JOINT OPERATING
COMMITTEE PROCEDURES

TITLE: ORGANIZATION

ADOPTED: November 1, 2004

REVISED:

005. ORGANIZATION	
SC 402, 421, 1850.3	<p>Section 1. <u>Organization Meeting</u></p> <p>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 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.</p>
SC 1850.3	<p>Section 2. <u>Officers/Terms</u></p> <p>The Joint Operating Committee shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer in order to fulfill its duties and responsibilities.</p>
Articles of Agreement	<p>a. 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. The Chairperson shall not be a participating school district's Board President. The Chairperson and Vice-Chairperson shall not represent the same school district, shall not be eligible to serve more than two (2) successive years, and shall not come from the same school district for more than two (2) successive terms.</p>
SC 404, 436, 438	<p>b. 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.</p>
SC 404, 431, 432, 1850.3	<p>c. 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.</p>
	<p>Vacancies in any office shall be filled by the members of the Joint Operating Committee, and such appointed officers shall serve for the remainder of the unexpired term.</p>

<p>SC 404</p>	<p>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.</p>
<p>PA Const. Art. VI Sec. 7</p>	<p>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 the full number of members.</p>
	<p>Section 3. <u>Appointments</u></p> <p>The Joint Operating Committee may make the following appointments:</p>
<p>SC 1410</p>	<p>a. School physician(s).</p>
<p>SC 1410</p>	<p>b. School dentist(s).</p>
<p>SC 324, 406</p>	<p>c. Solicitor.</p>
<p>SC 2401</p>	<p>d. Independent auditor.</p>
<p>SC 516</p>	<p>e. Delegates to a state convention or association of school directors.</p>
<p>SC 1089, 1850.1</p>	<p>f. Other appointees the Joint Operating Committee deems necessary.</p>
	<p>The Joint Operating Committee shall define the duties and determine the salaries of each person appointed, in accordance with applicable law.</p>
<p>PA Const. Art VI Sec. 7</p>	<p>Appointees serve at the pleasure of the Joint Operating Committee and may be removed from such appointment by the affirmative vote of a majority of the full number of members.</p>
	<p>Section 4. <u>Resolutions</u></p> <p>The Joint Operating Committee may at the organization meeting, but shall prior to July 1 next following, designate a:</p>
<p>SC 621</p>	<p>a. Depositories for school funds.</p>
<p>SC 421</p>	<p>b. Normal day, place and time for regular meetings.</p>
	<p>c. Normal day, place and time for open committee meetings.</p>

	<p>Section 5. <u>Committees</u></p> <p>Committees shall, when specifically charged to do so by the Joint Operating Committee, conduct studies, make recommendations and act in an advisory capacity, but shall not take action on behalf of the Joint Operating Committee.</p> <p>Members shall be appointed by the Chairperson.</p> <p>Each committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.</p> <p>Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended from time to time by the Chairperson.</p>
<p>Title 22 Sec. 4.33 SC 1808, 1842</p>	<p>Section 6. <u>Local Advisory Committee</u></p> <p>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.</p> <p>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.</p>
<p>Title 22 Sec. 4.33 Pol. 100</p>	<p>Section 7. <u>Professional Advisory Committee</u></p> <p>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.</p>
<p>Title 22 Sec. 4.33 SC 1808, 1842</p>	<p>Section 8. <u>Occupational Advisory Committee</u></p> <p>An Occupational Advisory 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 once each year.</p>

References:

School Code - 24 P.S. Sec. 106, 324, 402, 404, 406, 421, 431, 432, 434, 436, 438, 514, 516, 621, 1089, 1410, 1808, 1842, 1850.1, 1850.3, 2401

State Board of Education Regulations – 22 PA Code Sec. 4.33

Pennsylvania Constitution - PA Const. Art. VI Sec. 7

Joint Operating Committee Policy - 100, 811