

SECTION: INTERNAL BOARD POLICIES

TITLE: Organization/Reorganization:  
Reorganization Meeting

ADOPTED: 5/26/98

RE-ADOPTED: 4/28/08;6/19/12

REVISED: 5/25/04

# Oxford Area School District

8400. ORGANIZATION/REORGANIZATION  
Reorganization Meeting

It shall be the policy of the Oxford Area Board of School Directors to conduct an annual organization/reorganization meeting as required by the Pennsylvania Public School Code of 1949 Amended in accordance with the following guidelines.

- A. The annual reorganization meeting shall be held on the first Monday in the month of December.
- B. At the work session of the Board held in November, the president of the Board shall designate a Nominating Committee to nominate candidates for the positions of president and vice president of the Board.
- C. Procedures to be followed consistent with the School Code shall be developed for the conduct of the reorganization meeting.

OXFORD AREA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

REORGANIZATION MEETING

The following administrative procedures shall be followed during the conduct of the Board reorganization meeting.

- A. The agenda for the reorganization meeting shall be prepared and used as a guideline for the conduct of the meeting.
- B. Agenda:

OXFORD AREA SCHOOL DISTRICT  
Oxford, Pennsylvania

Reorganization Meeting  
(Place)  
(Date)  
(Time)

**AGENDA**

- I. Call to Order Secretary of the Board
- II. Pledge of Allegiance
- III. Roll Call Secretary of the Board  
(List names of those school directors remaining on the Board)  
  
Superintendent  
Board Secretary/Business Administrator
- IV. Recurring Actions  
Approval of Agenda Secretary of the Board  
Action: Motion \_\_\_\_\_ Second \_\_\_\_\_  
Discussion \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_
- V. Public Comment Concerning Items on Agenda Secretary of the Board
- VI. Reorganization
  - A. Secretary of the Board opens nominations for a temporary president.  
For temporary president  
Action: Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_
  - B. Secretary of the Board steps aside and temporary president assumes chair.

C. Temporary president administers the oath of office to newly elected school directors.

(List names of newly elected/appointed school directors)

D. Temporary president requests board secretary to read into the minutes the list of legally elected and qualified school directors.

(List names of all nine directors)

E. Temporary president calls upon Chairperson of the Nominating Committee to nominate a candidate for president of the Oxford Area Board of School Directors.

For president \_\_\_\_\_

F. Temporary president calls for other nominations from the floor.

For president \_\_\_\_\_

For president \_\_\_\_\_

G. Temporary president accepts motion that nominations for president close.

Action: Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

H. Temporary president calls for a vote for the office of president.

Casting of the vote:

I. Newly elected president assumes the chair.

J. President calls upon Chairperson of the Nominating Committee to nominate a candidate for vice president of the Oxford Area Board of School Directors.

For vice president \_\_\_\_\_

K. President calls for other nominations from the floor.

For vice president \_\_\_\_\_

For vice president \_\_\_\_\_

L. President accepts motion that nominations for vice president close.

Action: Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote: Yes\_\_\_ No\_\_\_

M. President calls for a vote for the office of vice president.

Casting of vote

N. Set Board Meeting Time and Place:

BE IT RESOLVED, That the Oxford Area Board of School Directors shall meet regularly in public session on the \_\_\_\_\_ of the month at the \_\_\_\_\_ at \_\_\_\_\_ p.m.

BE IT FURTHER RESOLVED, That the Oxford Area Board of School Directors shall meet regularly in public work session on the \_\_\_\_\_ of the month at the \_\_\_\_\_ at \_\_\_\_\_ p.m.

Action: Motion \_\_\_\_\_ Second \_\_\_\_\_

Discussion \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

O. Chester County School Board Legislative Committee Representative President

BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves \_\_\_\_\_ as the Board representative to the Chester County School Boards' Legislative Council for the term of one year from December to December.

Action: Motion \_\_\_\_\_ Second \_\_\_\_\_

Discussion \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

P. Policy Review Committee President

BE IT RESOLVED, That the Oxford Area Board of School Directors hereby approves school directors \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as members of the Policy Review Committee in accordance with school board policy 8340.

Action: Motion \_\_\_\_\_ Second \_\_\_\_\_

Discussion \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_

VII. Correspondence President

VIII. Calendar President

(List established calendar dates)

IX. Recognition of Visitors President

X. Adjournment President

Action: Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: Yes \_\_\_ No \_\_\_