

**RULES OF PROCEDURE
EDUCATIONAL NOMINATING PANEL
February 2024**

1. CONDUCT OF MEETINGS

1.1. Public Meetings

- 1.1.1. The Panel shall hold at least one public meeting at the beginning of each new mayoral term and each time the Mayor notifies it of a vacancy in the Board of Education. In its discretion, the Panel may schedule additional public meetings.
- 1.1.2. The Chair of the Panel may schedule special public meetings as the Panel's business may require, by giving timely notice to all Panel members and the City's Chief Education Officer.
- 1.1.3. The Panel shall cause public notice of all public meetings to be posted and advertised as the Sunshine Act requires. See 65 Pa. C.S. § 709.
- 1.1.4. In addition to the notice required by the Sunshine Act, the day, hour, and place of all public meetings of the Panel shall be posted on a City of Philadelphia web page acceptable to the Chair.

1.2. Other Meetings

- 1.2.1 The Panel or the Chair, by timely notice to all Panel members, may schedule executive sessions under the Sunshine Act as may appear prudent. See 65 Pa. C.S. § 707.

1.3. Quorum and Voting

- 1.3.1 A quorum of the Panel shall consist of seven (7) members. A vote of the majority of those voting is required for Panel action. An abstention for any reason shall not affect the presence of a quorum.
- 1.3.2 The Chair shall endeavor to cause there to be a motion and second for each vote, but a failure to follow those formalities shall not invalidate any action of the Panel that otherwise comports with applicable laws.

1.4. Agendas and Minutes

- 1.4.1. The Chair shall cause agendas to be posted on the Panel's web page at least 24 hours in advance of each public meeting as the Sunshine Act requires. See 65 Pa. C.S. § 709.
- 1.4.2. The Secretary shall cause to be made minutes of all public meetings. The minutes must include:
 - Date, place, and time of the meeting.
 - Names of the members present.
 - Substance of all official actions taken.
 - A record of how each individual voted
 - Names of all residents who appeared officially and the subject

of their testimony.

- 1.4.3. Each Panel member shall be provided with a copy of the minutes of the last meeting prior to the next scheduled meeting.
- 1.4.4. The minutes of Panel meetings shall be approved at the next succeeding meeting except that, for the last scheduled meeting of a session, the Chair and the Secretary shall be authorized to approve the minutes.
- 1.4.5. The Chair shall cause approved written minutes of public meetings to be posted on the Panel's web page.

1.5. Recordings

- 1.5.1. The Chair shall cause a transcript or electronic recording of each public meeting to be posted online within 10 days of each public meeting as Section 21-1503 of the Philadelphia Code requires.

1.6. Rules and Procedures

- 1.6.1. The Panel shall adopt these Rules of Procedure at its first public meeting during an administration, and shall review and revise these Rules of Procedure from time to time as necessary.
- 1.6.2. The intent of these Rules of Procedure is to ensure that the Panel's work runs smoothly. Failure to comply with any technical requirement of these Rules of Procedure shall not invalidate any action of the Panel that otherwise comports with applicable laws.

2. OFFICERS AND COMMITTEES

2.1. Elections and Appointments

- 2.1.1. The Panel shall elect officers at its first public meeting during an administration and as needed thereafter. Each officer shall serve until that officer's resignation or removal from the Panel or until that officer's successor is elected, whichever comes earlier.
- 2.1.2. All Panel members, including officers, serve as volunteers without compensation.

2.2. Chair

- 2.2.1. The Chair of the Panel shall have the responsibilities and authority set forth in these Rules and as normally pertain to chairs of City boards and commissions.

2.3. Vice Chair

- 2.3.1. The Panel may in its discretion elect a Vice Chair, to serve when the Chair is unavailable and with like authority.

2.4. Secretary

- 2.4.1. The Panel shall elect a Secretary to take minutes, cause notices and other appropriate materials to be posted on the Panel's web page and compile appropriate records and other materials. The Secretary may, but need not, be a member of the Panel.

- 2.4.2. The Chair may appoint an Assistant Secretary to assist with the Secretary's duties and to perform any other administrative functions to facilitate the Panel's work. The Assistant Secretary may, but need not, be a member of the Panel.

3. ETHICAL AND LEGAL RESPONSIBILITIES

3.1. Ethics

- 3.1.1. The Panel and its members are uncompensated. Panel members shall be guided in their actions by all applicable law, including but not limited to certain provisions of the Pennsylvania Public Official Employee and Ethics Act, 65 Pa. C.S. §§ 1101-1113; the Philadelphia Home Rule Charter, Article X (Prohibited Activities of Councilmen, City Officers, Employees and Others, and Penalties); Chapter 20-600 (Standards of Conduct and Ethics) of the Philadelphia Code of Ordinances; applicable Mayoral executive orders, such as 10-16 (Acceptance of Gifts by City Officers and Employees), 2-16 (Office of the Chief Administrative Officer), 11-14 (Financial Disclosure Filing in the Executive Branch), 7-14 (Office of the Inspector General and Related Duties of Departments, Agencies, City Officers and Employees, and Those Involved in Transactions with the City); and opinions of the City's Board of Ethics.
- 3.1.2. The Panel and its members shall consult as appropriate with the City Board of Ethics, the state Board of Ethics, the City's Chief Integrity Officer, and the City's Inspector General.

3.2. Law

- 3.2.1. In the performance of their duties, the Panel and its members shall seek and follow the legal advice of the City Law Department. See Section 4-400 of the Philadelphia Home Rule Charter.

4. ADMINISTRATIVE SUPPORT

- 4.1. Because the Panel has no staff, the Chair and the Panel may rely upon staff from the Mayor's Office to perform all administrative functions to facilitate the Panel's work.
- 4.2. Without limiting the statement above, the Mayor's Office will maintain the Panel's web page and materials and, as appropriate, make records available to members of the public.