

MONTGOMERY
 COUNTY
 INTERMEDIATE
 UNIT #23

SECTION: BOARD PROCEDURES

TITLE: MEMBERSHIP

ADOPTED: FEBRUARY 25, 2009

REVISED:

<p>SC 960 Title 22 Sec. 17.3</p>	<p style="text-align: center;">004. MEMBERSHIP</p> <p>Section 1. <u>Number and Term</u></p> <p>The Board shall consist of twenty-two (22) Board members elected from the member school districts.</p> <p>Board members shall be elected annually between February 1 and June 30 by mail ballot of the school directors of the school districts comprising the Intermediate Unit. Component school districts of the Intermediate Unit shall present nominations for members to stand for election for the Intermediate Unit Board of Directors. Only those school district board members nominated by a majority vote of the school district board may be elected to the Intermediate Unit Board.</p> <p>Voting for seats on the Intermediate Unit Board of Directors shall conform with the following:</p> <ol style="list-style-type: none"> 1. Voting shall be on signed ballot forms provided by the Executive Director, and the ballot shall list the persons nominated; 2. The ballot used to represent a valid vote shall indicate on its face the proportionate number of votes the director is entitled to cast and the name of each school district; 3. Each school director of each school board within the Intermediate Unit shall be entitled to cast a proportionate vote, such proportionate vote to be computed in accordance with the formula specified in the Public School Code from the latest data available to the Secretary of Education; 4. Votes shall be cast as individual board members and not as a school board vote; 5. Splitting of proportionate votes and cumulative voting shall be prohibited; 6. In the event a school director shall cast duplicate votes for a candidate, the proportionate vote shall be counted for the candidate only once; 7. The school directors receiving the highest number of proportionate votes cast by the directors voting shall be declared elected by the Board of Elections appointed by the Board; 8. Ties shall be broken by the drawing of lots. <p>Board members may succeed themselves without limitation, so long as they remain a board member in their constituency school district.</p>
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<p>SC 960, 961 Title 22 Sec. 17.3</p>	<p>The Executive Director shall have a seat on the Board and the right to speak on all matters, but not the right to vote.</p> <p>Section 2. <u>Qualifications</u></p> <p>Candidates for membership on the Intermediate Unit Board must be nominated by a majority vote of the Board of School Directors in his/her member school district. A record of such vote shall become part of the school district’s minutes and shall be transmitted to the Intermediate Unit prior to the Board member’s election or appointment.</p> <p>Section 3. <u>Election</u></p> <p>In accordance with the law, the annual election of Intermediate Unit Board members shall be conducted by mail ballot or convention between February 1 and June 30 of each school year.</p>
<p>SC 960</p> <p>SC 960 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Notice shall be sent to member school districts, along with a nomination form, seeking candidates for the Intermediate Unit Board. A candidate nomination form must be submitted documenting the action of the Board of School Directors in the member school district and signed by the Board Secretary of the member school district. The nomination form shall also be completed and signed by the prospective candidate and received by the Intermediate Unit administrative office by the stated submission date.</p>
<p>SC 960</p>	<p>Election to the Intermediate Unit Board shall be by proportionate vote and each Board member within a member school district shall be entitled to one (1) vote. The proportionate vote to which each Board member is entitled shall be determined annually by the Secretary of Education.</p>
<p>SC 319, 960</p>	<p>Ballot order shall be determined by a drawing supervised by the Judge of elections.</p>
<p>SC 319, 960</p>	<p>Instructions regarding the election process, ballots, and copies of each candidate’s nomination form shall be mailed to each Board member within the member school district. Ballots must be completed, signed and returned to the Intermediate Unit administrative office by the stated date, to be tallied by the Judge of Elections. The results shall be announced at the designated Board meeting.</p>
	<p>Section 4. <u>Vacancies</u></p> <p>A vacancy shall occur by reason of death, resignation, removal or when an Intermediate Unit Board member no longer holds office as a Board member of a member school district.</p>

<p>SC 516.1, 964</p>	<p>A vacancy shall be filled in accordance with the Sunshine Act and by appointment by a majority vote of the remaining members of the Intermediate Unit Board.</p> <p>A Board member so appointed shall serve until the annual election, at which time a Board member shall be elected to serve the unexpired portion of the term. An Intermediate Unit director elected to fill a vacancy may succeed him or herself without limitation as to the number of terms.</p> <p>In the event that vacancies exist or occur in the membership of all of the members of the Intermediate Unit Board of Directors, a special convention, called by the Secretary of Education, shall be held of school directors in the school districts comprising the Intermediate Unit for the purpose of electing directors to fill the vacancies.</p> <p>Section 5. <u>Removal/Resignation</u></p> <p>A member of the Intermediate Unit Board may be removed in the same manner and for the same causes provided by law for removal of a school district Board member.</p> <ol style="list-style-type: none"> a. A Board member who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a Board member, may be removed from his/her office, with prior notice, on the affirmative vote of a majority of the remaining members of the Board. b. If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board. <p>A Board member who chooses to resign from the Intermediate Unit Board shall submit a letter of resignation to the local Board and to the Intermediate Unit Board President.</p> <p>Section 6. <u>Guidelines</u></p> <p>Annually, consistent with this policy, the Executive Director, in conjunction with the Judge of Elections, shall develop guidelines for nominating Intermediate Unit school board members for terms that would begin July 1 of the upcoming school year. The guidelines will identify the constituent school districts required to submit three year term board candidates or shorter term board candidates as the result of vacancies on the Intermediate Unit Board.</p>
<p>Pol. 901</p>	

SC 516, 516.1

Section 7. Expenses

If approved by the Board, Board members or designees shall be reimbursed for expenses actually and necessarily incurred for attendance at conferences as authorized by the Board. Expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made upon presentation of estimated expenses to be incurred.

Section 8. Orientation

The Board believes that the preparation of each Intermediate Unit Board member for the performance of duties is essential to the effectiveness of the Board's functioning.

Accordingly, the Board shall give to each new Board member for use during his/her term on the Board the following items:

- a. A copy of the Board Policy Manual.
- b. The current budget statement, audit report and related fiscal materials.
- c. The current Strategic Plan.

New Board members shall be provided with an orientation to Board policies and procedures and an introduction to Intermediate Unit operations by the Executive Director and members of the staff.

Section 9. Conference Attendance

The Board encourages the participation of all members at appropriate conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this planned program, the Board establishes the following guidelines:

- a. The Board shall periodically decide which meetings appear to offer the most direct and indirect benefits to the Intermediate Unit.
- b. Each Board member shall receive Board President's approval prior to attending a conference, workshop or convention at Board expense.
- c. Funds for conference attendance shall be budgeted on an annual basis.
- d. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the Intermediate Unit.

- e. Reimbursement to the Board members for their travel expenses shall be in accordance with Board procedures and policy.
- f. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

References:

School Code – 24 P.S. Sec. 319, 321, 516, 516.1, 960, 961, 964

State Board of Education Regulations – 22 PA Code Sec. 17.3

Sunshine Act – 65 Pa. C.S.A. Sec.701 et seq.

Board Policy – 004, 901