

MONTGOMERY  
 COUNTY  
 INTERMEDIATE  
 UNIT #23

SECTION: BOARD PROCEDURES

TITLE: ORGANIZATION

ADOPTED: FEBRUARY 25, 2009

REVISED:

	005. ORGANIZATION
SC 402, 421, 960	<p>Section 1. <u>Organization Meeting</u></p> <p>The Board members shall meet and organize annually during the month of July or August. Notice of the time and place of the organization meeting will be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.</p>
SC 402, 426	<p>Section 2. <u>Order</u></p> <p>The organization meeting shall be called to order by the past President, or if the past President is not available, by any other past officer that is still available on the Board, who shall preside over the election of officers. The Board Secretary shall be secretary of the meeting.</p>
	<p>Section 3. <u>Officers</u></p> <p>The current Board President shall appoint a Nominating Committee of three (3) members whose duty shall be to choose a slate of officers for presentation. An election shall be held involving those people nominated by the Nominating Committee and any other names offered from the floor. The person receiving the majority of votes for each office shall fill that position. Where no such majority is achieved on the first ballot, a second ballot shall be case for the two (2) candidates who received the greatest number of votes.</p>
SC 962	<p>a. The Board members shall annually, during the organization meeting, elect from their members a President and Vice-President who shall serve for one (1) year.</p>
SC 962	<p>b. The Board members shall annually, during the organization meeting, elect a Treasurer who shall serve for one (1) year. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and need not be a Board member.</p>
SC 962 Pol. 811	<p>The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.</p>

<p>SC 962</p> <p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>c. The Board members shall, during the organization meeting, elect a Secretary who shall serve a term of one (1) year and need not be a Board member.</p> <p>A Board member may serve in the same elected office for two (2) consecutive terms. A Board member may serve in the same elected office for more than two (2) consecutive terms as long as there is at least one (1) intervening year between the years of service.</p> <p>Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.</p> <p>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 the full number of Board members.</p> <p>Section 4. <u>Duties</u></p>
<p>SC 426, 427</p>	<p>a. President</p> <p>The President shall preside at all meetings of the Intermediate Unit Board.</p> <p>When directed by Board action, the President, along with the Executive Director and Board Secretary, shall execute any and all deeds, contracts, reports and other papers pertaining to the business of the Board.</p> <p>The President shall appoint standing and ad hoc committees and their chairpersons. The President shall serve as an ex-officio member on all committees. The President has the discretion to call special meetings of the Intermediate Unit Board.</p> <p>The President shall perform such other duties as the Board may direct and as pertain to the office.</p>
<p>SC 428</p>	<p>b. Vice-President</p> <p>In the absence of the President, the Vice-President shall preside at all meetings and, when directed by the Board, shall execute any and all deeds, contracts and other papers pertaining to the business of the Board.</p>
<p>SC 433</p>	<p>c. Secretary</p> <p>The Secretary shall take roll at each meeting.</p> <p>The Secretary, in cooperation with the Board Recording Secretary, shall be responsible for the correct and proper recording of the proceedings of each Intermediate Unit Board meeting.</p>

	<p>The Secretary shall attest in writing the execution of all deeds, contracts, reports and other instruments that are to be executed by the Board.</p> <p>The Secretary shall perform such other duties pertaining to the business of the Intermediate Unit as are required by the School Code, Board, or Executive Director.</p>
<p>SC 439, 440, 442</p>	<p>d. Treasurer</p> <p>In cooperation with the Chief Financial Officer/Director of Management Services, the Treasurer shall prepare monthly reports of the status of all Intermediate Unit accounts and present a list of payment vouchers for approval.</p> <p>The Treasurer shall chair the Finance Committee of the Intermediate Unit Board.</p>
	<p>Section 5. <u>Appointments</u></p> <p>The Board shall have the authority to appoint:</p>
<p>SC 964</p>	<p>a. Solicitor. The solicitor shall provide legal counsel to the Board, to the Executive Director, and to the Intermediate Unit.</p>
<p>SC 964, 971</p>	<p>b. Independent auditor. The independent local auditor shall audit the financial records of the Intermediate Unit for the preceding fiscal year, and shall report their findings and recommendations to the Board.</p>
<p>SC 516</p>	<p>c. Delegates to a state convention or association of school directors.</p> <p>d. Other appointments the Board deems necessary.</p>
<p>PA Const. Art. VI Sec. 7 Pol. 006</p>	<p>Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.</p>
	<p>Section 6. <u>Resolutions</u></p>
<p>SC 964</p>	<p>The Board may, at the organization meeting, designate:</p>
<p>SC 106</p>	<p>a. Depositories for Intermediate Unit funds.</p>
<p>SC 421</p>	<p>b. Newspaper(s) of general circulation, as defined in law.</p>
	<p>c. Normal day, place and time for regular meetings.</p>

d. Normal day, place and time for open committee meetings.

Section 7. Committees/Councils

Committees of Board members are charged with the duty to study their areas of responsibility, make recommendations to the Board resulting from their findings, and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President, who shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee, ensure minutes of open committee meetings are prepared and be appointed by the President.

Standing committees shall be appointed annually and ad hoc committees shall be appointed as needed.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged or the term of the committee member ends (one year), whichever comes first.

a. Standing Committees

Standing committees shall include the following:

1. Finance Committee: meets with the Chief Financial Officer/Director of Management Services and reviews financial matters before they come before the Board.
2. Executive Committee: meets with the Executive Director to develop and recommend Executive Director's compensation plan, plan future evaluations of the Executive Director and other issues as appropriate.

b. Ad Hoc Committees

Ad hoc committees shall include the following:

1. Negotiations Committee.
2. ASCP Meet and Discuss Committee.

3. Support Staff Meet and Discuss Committee.
4. Teacher Assistant/Paraprofessional/Interpreter Meet and Discuss Committee.
5. Facilities Review Committee.
6. Board Policies Committee.
7. Nominating Committee.

c. Appointments to Councils

Appointments to councils shall consist of the following:

Montgomery County Intermediate Unit Professional Development Council – the President shall appoint one (1) Board member to this council.

Section 8. Montgomery County Superintendent’s Advisory Council

SC 966

The Montgomery County Superintendent’s Advisory Council shall be composed of the Superintendents of member school districts and shall serve as an advisor to the Executive Director.

SC 966

Meetings of the Montgomery County Superintendent’s Advisory Council shall be held at least five (5) times per year, and when called by the Executive Director.

SC 966

The Executive Director shall serve as the chairperson of the Council.

Section 9. Consultants

The Board may engage professional consultants to provide services to the Board. The Executive Director, at the Board’s direction, shall negotiate a contract for such services which shall define the services to be provided, the time frame for delivery of such services and the compensation and related expenses for the consultants.

The function of a consultant shall be to make studies and present recommendations to the Board.

A consultant has no administrative authority over any facet of Intermediate Unit programs, but shall act solely as advisor to the Board, officers and employees.

The use of consultants from outside the Intermediate Unit who promote a particular commercial product is discouraged.

	<p>References:</p> <p>Pennsylvania Constitution – PA Const. Art. VI Sec. 7</p> <p>School Code – 24 P.S. Sec. 106, 402, 421, 426, 427, 428, 433, 439, 440, 442, 516, 960, 962, 964, 966, 971</p> <p>Board Policy – 006, 811</p>
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