

MONTGOMERY  
 COUNTY  
 INTERMEDIATE  
 UNIT #23

SECTION: BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: FEBRUARY 25, 2009

REVISED:

	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings shall be conducted in an orderly and business-like manner. Robert’s Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not consistent with law, state regulations or Board procedures.</p> <p>Amendments, alterations, corrections, or repeals of parliamentary procedure may be made and their operation may be suspended for the meeting by a majority vote of the Board.</p> <p>Section 2. <u>Quorum</u></p> <p>A majority of the members of the Board shall be a quorum. No business shall be conducted at a meeting without a quorum present, but the Board members present at such a meeting may adjourn to another time.</p> <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p>Section 4. <u>Notice</u></p> <p>Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p> <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>
<p>SC 407                  65 Pa. C.S.A.                  Sec. 701 et seq</p>	
<p>SC 422</p>	
<p>SC 405, 426, 427,                  428</p>	
<p>65 Pa. C.S.A.                  Sec. 703, 709</p>	
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<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>c. Notice of all rescheduled meetings shall be given by publication and posting of at least twenty four (24) hours prior to the time of the meeting.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>d. Notice of recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Montgomery County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.</p>
<p>SC 423</p>	<p>All Board members shall receive adequate notice of all regular and special Board meetings.</p> <p>Section 5. <u>Regular Meetings</u></p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq.</p>	<p>Regular Board meetings shall be public and shall be held at the Intermediate Unit offices in West Norriton Conference Room on the fourth Wednesday of each month or at such other location or locations as may be deemed appropriate by the Board. The date, time, and location of the meeting may be changed at the discretion of the Board, but meetings shall be held at least once every two (2) months.</p> <p>a. <u>Agenda</u></p> <p>The Executive Director, in cooperation with the Board President, shall be responsible for preparing each meeting agenda. Copies of the agenda, minutes of the previous meeting, financial reports, personnel items, reports of administrative staff members, and relevant supplementary information will be mailed to each Board member at least three (3) days prior to the meeting.</p> <p>Relevant material received for Board consideration after the mailing date will be available at the Board meeting.</p> <p>After reviewing the material, Board members shall call the Executive Director to express concerns or ask questions relevant to the agenda items prior to the Board meeting.</p>

b. Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Minutes
- Public Comments on Agenda Items
- Approval of Bills
- Treasurer’s Report
- Personnel Reports
- Reports of Staff
- Report of the Solicitor
- Report of the Executive Director
- Reports of the Board Committees
- Old Business
- New Business
- Additional Public Comments
- Adjournment

Section 6. Special Meetings

Special Meetings shall be public and may be called for special or general purposes.

65 Pa. C.S.A.  
Sec. 701 et seq.

The President may call a special meeting at any time.

SC 426

Section 7. Public Participation

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.

65 Pa. C.S.A.  
Sec. 701 et seq  
Pol. 903

Section 8. News Media Attendance/Participation

Guidelines for attendance at and participation in Board meetings by representatives of the news media shall be in accordance with Board policy and procedures.

Pol. 903, 911

Section 9. Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be voice vote unless an oral roll call vote is requested by the President or another Board member.

<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 10. <u>Minutes</u></p> <p>Minutes shall be recorded and retained as the permanent record of the proceedings of all open Intermediate Unit Board meetings. Said minutes shall be comprehensible and complete and shall include:</p> <ol style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of the Board members present and absent.</li> <li>c. The presiding officer</li> <li>d. Staff members present.</li> <li>e. The substance of all official actions.</li> <li>f. Actions taken.</li> <li>g. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>h. The names of all residents who appeared officially and the subject of their testimony.</li> </ol> <p>Minutes are not intended to be transcripts of the items discussed at the meeting. A request for a specific statement to be entered into the minutes must be made by a Board member at the public meeting at the time the statement is made.</p> <p>The Board Secretary shall provide each Board member with a copy of the minutes of the previous meeting as part of the Board packet prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board President and Board Secretary.</p>
<p>65 Pa. C.S.A. Sec. 705</p>	<p>Minutes are not intended to be transcripts of the items discussed at the meeting. A request for a specific statement to be entered into the minutes must be made by a Board member at the public meeting at the time the statement is made.</p> <p>The Board Secretary shall provide each Board member with a copy of the minutes of the previous meeting as part of the Board packet prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board President and Board Secretary.</p>
<p>SC 427, 433</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting and should be destroyed once they have served their purpose.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>

<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 12. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, prior to, during, after a public meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ol style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. Purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li> <li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li> <li>f. Such other matters that are appropriately discussed in executive session pursuant to Pennsylvania law.</li> </ol> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq. Pol. 006</p>	<p>Section 13. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Board procedures.</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.</p>
<p>65 Pa. C.S.A. Sec. 704, 709</p> <p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 14. <u>Committee Meetings</u></p> <p>Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Unless held as an executive session, standing committee meetings shall be open to the public, other Board members, and the Executive Director.</p> <p>A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 405, 407, 421, 422, 423, 426, 427, 428, 433, 518</p> <p>Sunshine Act – 65 PA. C.S.A. Sec. 701 et seq</p> <p>Board Policy – 006, 903, 911</p>
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