

# CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: BOARD PROCEDURES  
TITLE: MEMBERSHIP  
ADOPTED: NOVEMBER 18, 2009  
REVISED: MAY 20, 2020

## 004. MEMBERSHIP

Policy Section	Policy Description
<p>Section 1. <u>Number and Term</u></p>	<p>The Board shall be composed of twelve (12) members, one (1) duly elected member nominated by each member school district.</p> <p>Legal Reference: SC 960; Title 22, Sec. 17.3</p> <p>Board members shall be elected annually by proportionate ballot for a term of three (3) years. Board members may succeed themselves without limitation.</p> <p>Legal Reference: SC 960; 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>Each member of the Intermediate Unit Board shall 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>Legal References: SC 960, 961; Title 22, Sec. 17.3</p>
<p>Section 3. <u>Election</u></p>	<p>In accordance with 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>Legal References: SC 960, 961; Title 22, Sec. 17.3</p> <p>Election to the Intermediate Unit Board shall be by proportionate vote. Each Board member of a member school district shall have one (1) vote.</p> <p>Legal References: SC 960; Title 22, Sec. 17.3</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>Legal Reference: SC 960</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>Legal References: SC 960; 65 Pa. C.S.A., Sec. 701 et esq.</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.</p> <p>Legal Reference: SC 960</p>
<p>Section 5. <u>Removal</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> <p>Legal References: SC 319, 960</p> <p>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.</p> <p>Legal References: SC 319, 960</p> <p>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> <p>Legal References: SC 319, 960</p>

<p>Section 6. <u>Expenses</u></p>	<p>If approved in advance by the Board, Board members may request payment for or reimbursement for their actual and necessary expenses incurred when representing the Intermediate Unit at conventions, conferences, workshops and seminars. These activities or functions must relate directly to Intermediate Unit business or programs. Actual and necessary expenses may include travel, registration, subsistence and related expenses.</p> <p>Expenses shall be reimbursed by the Treasurer following the approved CCIU travel/work-related expense guidelines, including the submittal of a completed CCIU expense voucher.</p> <p>Board members will be reimbursed for personal automobile use at the per mile rate for reimbursement published by the IRS.</p> <p>Incidental expenses incurred when traveling by automobiles, including parking fees and tolls, are reimbursable and should be supported by receipts whenever practical. Incidental expenses in excess of the amount per day designated by the Intermediate Unit must be supported by receipts.</p> <p>Actual expenditures reimbursement, other than for mileage, will be made only for actual expenditures. Whenever possible, expenditures should be supported by receipts showing the amount paid on what dates and to whom. This policy does not provide or authorize per diem travel expense payments.</p>
<p>Section 7. <u>Orientation</u></p>	<p>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.</p> <p>The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the Intermediate Unit, and review Board procedures and policies.</p> <p>Accordingly, the Board shall give to each new Board member for use during his/her term on the Board the following items:</p> <ol style="list-style-type: none"> <li>a. A printed copy of the Board Policy Manual upon request.</li> <li>b. The current budget statement, audit report and related fiscal materials.</li> <li>c. The current Strategic Plan.</li> </ol> <p>Each new Board member shall be invited to meet with the Board President, Executive Director, and Board Secretary to discuss Board functions, policy and procedures.</p>

