

CHESTER COUNTY
INTERMEDIATE
UNIT 24

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

005. ORGANIZATION

Policy Section	Policy Description
<p>Section 1. Organization Meeting</p>	<p>The Board members shall meet and organize annually during the month of June.</p> <p>Legal References: SC 402, 421, 960</p> <p>Notice of the time and place of the organization meeting shall 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> <p>Legal References: SC 402, 421</p>
<p>Section 2. Order</p>	<p>The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting.</p> <p>Legal References: SC 402, 426</p>

<p>Section 3. <u>Officers</u></p>	<p>Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>a. The Board members shall annually, during the month of June, elect from their members a President and Vice-President who shall serve for one (1) year.</p> <p>Legal Reference: SC 962</p> <p>b. The Board members shall annually, during the month of June, 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> <p>Legal Reference: SC 962</p> <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>Legal References: SC 962; Pol. 811</p> <p>c. The Board members shall, during the month of June, elect a Secretary who shall serve a term of one (1) year, and need not be a Board member.</p> <p>Legal Reference: SC 962</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>Legal References: PA Const., Art. VI, Sec. 7; Pol. 006</p>
<p>Section 4. <u>Exception to Organization and Election of Officers</u></p>	<p>If all Intermediate Unit Board members have been elected, the Board may organize and elect officers during the month of June. In the event of an emergency, the Board may elect officers in July.</p> <p>Legal Reference: SC 960</p>

<p>Section 5. <u>Appointments</u></p>	<p>The Board shall have the authority to appoint:</p> <ul style="list-style-type: none"> a. Solicitor. Legal Reference: SC 964 b. Assistant Board Secretary. c. Independent auditor. Legal References: SC 964, 971 d. Delegates to a state convention or association of school directors. Legal Reference: SC 516 e. Other appointments the Board deems necessary. <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>Legal References: PA Const., Art. VI, Sec. 7; Pol. 006</p>
<p>Section 6. <u>Resolutions</u></p>	<p>The Board may, at the organization meeting, designate:</p> <ul style="list-style-type: none"> a. Depositories for Intermediate Unit funds. Legal Reference: SC 964 b. Newspaper(s) of general circulation, as defined in law. Legal Reference: SC 106 c. Normal day, place and time for regular meetings. Legal Reference: SC 421 d. Normal day, place and time for open committee meetings.
<p>Section 7. <u>Committees</u></p>	<p>When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.</p> <p>The Board shall not require standing committees, but shall create ad hoc committees of members appointed by the President to complete specific tasks and reports. Such committees shall be temporary and shall cease to function at the completion of their specified tasks and reports.</p>

<p>Section 8. <u>Intermediate Unit Council</u></p>	<p>There shall be an Intermediate Unit Council, called the Professional Advisory Council (PAC). The PAC shall be made up of the Superintendents of all twelve (12) member school districts. The PAC shall meet at least five (5) times per year or more often at the request of the Executive Director or at the request of five (5) or more Superintendents. The purpose of the PAC is to advise the Executive Director and Board.</p> <p>Legal Reference: SC 966</p> <p>The PAC shall also serve as the administrative committee for the purposes of advising the Executive Director and the director overseeing CCIU career and technical education programs, including the Chester County Technical College High School Brandywine Campus, Pennock’s Bridge Campus and Pickering Campus.</p> <p>The Executive Director shall serve as chairperson of the PAC.</p>
<p>Section 9. <u>Consultants</u></p>	<p>The Board may appoint, employ or retain consultants to provide the Intermediate Unit with specialized services not normally required on a continuing basis. Compensation shall be determined and approved by the Board.</p> <p>The function of a consultant shall be to make studies and present recommendations to the Board. A consultant shall not be charged with the implementation of a report.</p> <p>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.</p> <p>The use of consultants from outside the Intermediate Unit who promote a particular commercial product is discouraged.</p>
<p>References:</p>	<p>Pennsylvania Constitution – PA Const. Art. VI Sec. 7</p> <p>School Code – 24 P.S. Sec. 106, 402, 421, 426, 516, 960, 962, 964, 966, 971</p> <p>Board Policy – 006, 811</p>