

**CHESTER COUNTY  
INTERMEDIATE  
UNIT 24**

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

006. MEETINGS

| Policy Section                           | Policy Description  |
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| Section 1.<br>Parliamentary<br>Authority | <p>All Board meetings shall be conducted in an orderly and business-like manner. Parliamentary Procedures at a Glance, by O. Garfield Jones shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.</p> <p>Legal References: SC 407, 65 Pa. C.S.A., Sec. 701 et seq</p>   |
| Section 2.<br>Quorum                     | <p>A majority (seven) of the directors of the Board being present at a meeting shall constitute a quorum. No business shall be transacted at a meeting without a quorum, but the Board directors present at such a meeting may adjourn to another time.</p> <p>Legal Reference: SC 422</p>  |
| Section 3.<br>Presiding Officer          | <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 director shall be elected President pro tempore by a majority of those present to preside at that meeting only. The act of any person so designated shall be legal and binding. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.</p> <p>Legal References: SC 405, 426, 427, 428</p> |

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| <p>Section 4.<br/><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>Legal References: 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>Legal References: 65 Pa. C.S.A., Sec. 703, 709</p> <p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.</p> <p>Legal References: 65 Pa. C.S.A., Sec. 703, 709</p> <p>d. Notice of all 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>Legal References: 65 Pa. C.S.A., Sec. 703</p> <p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Chester 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>Legal References: 65 Pa. C.S.A., Sec. 709</p> <p>Notice of all regular and special Board meetings shall be given to Board directors three (3) days prior to the time of the meeting by e-mail and by posting on the Chester County Intermediate Unit web site. Board directors without access to e-mail may request notice by mail.</p> <p>Legal Reference: SC 423</p> |
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| <p>Section 5.<br/>Regular Meetings</p> | <p>Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.</p> <p>Legal References: SC 421, 65 Pa. C.S.A., ec. 701 et seq</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Executive Director, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant reports, shall be provided each Board director at least five (5) days prior to the meeting.</p> <p>Any additions or changes to the prepared agenda may be requested by a Board director or the Executive Director and must be approved by a majority vote of the Board directors present.</p> <p>b. Order of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President or other Presiding Officer:</p> <p>Call to Order<br/>Pledge of Allegiance<br/>Public Comments<br/>Approval of Minutes<br/>Presentations and Reports<br/>Consent Agenda<br/>Finance<br/>Old Business<br/>New Business<br/>Personnel<br/>Public Comments<br/>Adjournment</p> <p>c. Consent Agenda</p> <p>The Board shall permit the use of a consent agenda within the regular public meeting agenda, with the following guidelines:</p> <p>a. The consent agenda will be a group of agenda items which, in the judgment of the Executive Director, will not normally require discussion by the Board.</p> <p>b. These items will be identified by listing them in the consent agenda action.</p> <p>c. In the event that any Board director wishes to discuss any item on the consent agenda, the Board President or other Presiding Officer will move it from the consent agenda to its appropriate place on the regular agenda.</p> |
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| <p>Section 6.<br/><u>Special Meetings</u></p>     | <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>Legal References: 65 Pa. C.S.A., Sec. 701 et seq<br/>The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board directors.</p> <p>Legal Reference: SC 426</p>   |
| <p>Section 7.<br/><u>Public Participation</u></p> | <p>Residents and taxpayers of Chester County present at a Board or committee meeting may address the Board in accordance with law and Board procedures and policy.<a href="#">[2]</a><sup>[13]</sup></p> <p>Legal References: 65 Pa. C.S.A., Sec. 701 et seq, Pol. 903</p> <p>Regular, special, emergency, and committee meetings of the Intermediate Unit Board of Directors are open to the public. The Intermediate Unit Board of Directors, as an elected representative body of the 12 Chester County public school districts, wishes to provide an opportunity for citizens to express interests and concerns related to the intermediate unit. The public is cordially invited to attend all public meetings of the Intermediate Unit Board of Directors and any committees thereof.</p> <p>Board meetings are conducted for the purpose of carrying on the official business of the intermediate unit. The meetings are not public forum meetings, but are meetings held in the public. All meetings, except executive sessions, will be open to the public. The minutes of the official meeting will record the action taken at the meeting and will show how each member voted on each item presented for action. The journal of minutes is open and available to the public during normal business hours, in accordance with the state law.</p> <p>Orderly conduct of a meeting does not permit spontaneous discussion from the audience. Individuals or organizations desiring to make requests, presentations or proposals to the Board shall submit such requests to the Executive Director for consideration.</p> <p>In order to assure that persons who wish to appear before the Board may be heard and, at the same time, enable the Board to conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings.</p> <p><u>Committee Meetings</u></p> <p>(Typically, the third Wednesday of the month immediately preceding the regular official board meeting)</p> <ol style="list-style-type: none"> <li>1. Agendas will be made available to the public via the intermediate unit website the day prior to the meeting.</li> </ol> |

2. A sign-up sheet will be placed next to the agenda requiring the name, school district, address, designation of Community, Parent, or Staff, and whether or not the person is requesting to speak. If requesting to speak, the issue being addressed must be noted.
3. The community input from the names on the sheet will be heard at an appropriate time during the meeting.

Regular Official Board Meeting

(Typically, the third Wednesday of the month following the Committee meetings)

1. Agendas will be made available to the public via the Intermediate Unit website the day prior to the meeting.
2. Individuals who wish to address the Board are asked to call the Intermediate Unit Administrative Assistant to the Executive Director prior to 12:00 noon the day of the Regular Official Board meeting. The speaker's name, address, telephone number, school district and topic must be stated to be placed on the Board Agenda. Individuals who do not contact the Intermediate Unit Administrative Assistant to the Executive Director prior to 12:00 noon the day of the Regular Official Board meeting to request an opportunity to speak during the public comment section of the meeting who are otherwise entitled to speak during such meetings will be accommodated on a time-permitting basis; priority will be given to those individuals who called in advance to request an opportunity to speak.
3. In order to be eligible to speak during public comment section of a public meeting, the individual must be a resident of Chester County, an employee of the Chester County Intermediate Unit, or a taxpayer of the Chester County Intermediate Unit.
4. Under Visitor Comments on the Agenda, the Board will hear those who have signed up to speak.
5. A time limit for each speaker to comment may be set at three (3) minutes.
6. Public will be provided attachments upon request. A time limit for each speaker to comment may be set at three (3) minutes.
7. For each comment period, Public comment period limited to 30 minutes in total.
8. First comment period on agenda items only. Second on any items.

The Board vests in its president or other presiding officer authority to permit, prohibit or terminate the remarks of any individual or group of individuals when

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| <p>Section 8.<br/><u>Voting</u></p> <p>Section 9.<br/><u>Minutes</u></p> | <p>they do not adhere to the rules established above or otherwise violate applicable law.</p> <p>a. All motions shall require for adoption a majority vote of those Board directors present and voting, except as provided by statute or Board procedures.</p> <p>b. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board director.</p> <p>The Board shall cause to be made, and shall retain as a permanent record of the Intermediate Unit, minutes of all open Board meetings.</p> <p>Legal References: SC 518, 65 Pa. C.S.A., Sec. 706</p> <p>Said minutes shall be comprehensible and complete and shall show:</p> <p>a. The date, place, and time of the meeting.</p> <p>b. The names of Board directors present.</p> <p>c. The presiding officer.</p> <p>d. The substance of all official actions.</p> <p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual directors of all roll call votes taken.</p> <p>Legal References: 65 Pa. C.S.A., Sec. 705</p> <p>g. The names of all residents who appeared officially and the subject of their testimony.</p> <p>The Board Secretary shall provide each Board director with a copy of the minutes of the last meeting 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 Secretary.</p> <p>Legal Reference: SC 433</p> <p>Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the Intermediate Unit's records retention schedule.</p> <p>Legal References: SC 407, Pol. 800, 801</p> |
| <p>Section 10.<br/><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>Legal References 65 Pa. C.S.A., Sec. 703, 709, Pol. 006</p>  |

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| <p>Section 11.<br/><u>Executive Session</u></p> | <p>The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of 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>Legal References: 65 Pa. C.S.A., Sec. 707, 708</p> <p>The Board may discuss the following matters in executive session:</p> <ul 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. School safety and security, of a nature that if conducted in public, would:<a href="#">[12]</a><ul style="list-style-type: none"><li>1. Be reasonably likely to impair the effectiveness of school safety measures.</li><li>2. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.</li></ul></li></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> |
| <p>Section 12.<br/><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>Legal References : 65 Pa. C.S.A., Sec. 701 et seq, Pol. 006</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 directors. 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>Legal References: 65 Pa. C.S.A., Sec. 703, 709</p>   |

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| <p>Section 13.<br/><u>Committee Meetings</u></p> | <p>A majority of the total membership of a committee shall constitute a quorum.</p> <p>Unless held as an executive session, committee meetings shall be open to the public, other Board directors, and the Executive Director.</p> <p>Legal References: 65 Pa. C.S.A., Sec. 701 et seq</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, 304.1 800, 801, 903</p>  |