

# INTERMEDIATE UNIT 1

TITLE: MEETINGS

ADOPTED: August 12, 2004

REVISED:

	006. MEETINGS
65 P.S. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be seven (7) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<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>
65 P.S. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion 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>
65 P.S. 703, 709	<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>

65 P.S. 703, 709	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.
65 P.S. 703, 709	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.
65 P.S. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 P.S. 709	<p>e. Notice of all public meetings shall be given to any newspaper(s) circulating in Fayette, Greene, and Washington County, and a 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>f. Notice of executive sessions, if not previously announced, shall be provided to Board members at least twenty-four (24) hours prior to the executive session if possible.</p>
SC 423	<p>Written notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.</p> <p>Section 5. <u>Regular Meetings</u></p>
65 P.S. 701 et seq SC 421	<p>Regular Board meetings shall be public and shall be held in the Board Room of the central office on the fourth Thursday of each month.</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Executive Director 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 school director prior to the meeting.</p> <p>The Board shall officially approve the agenda at the beginning of the meeting.</p> <p>Section 6. <u>Special Meetings</u></p>
65 P.S. 701 et seq	<p>Special meetings shall be public and may be called for special or general purposes.</p>

<p>SC 426</p>	<p>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 members. 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 members.</p>
<p>Pol. 903 65 P.S. 701 et seq</p>	<p>Section 7. <u>Public Comment</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>Section 9. <u>Minutes</u></p>
<p>65 P.S. 706 SC 518 Pol. 801</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. Said minutes shall be comprehensible and complete and shall show:</p> <ol style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. The substance of all official actions.</li> <li>e. Actions taken.</li> </ol>
<p>65 P.S. 705</p>	<ol style="list-style-type: none"> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. The names of all citizens who appeared officially and the subject of their testimony.</li> </ol> <p>The Board Secretary shall provide each Intermediate Unit Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>

	<p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting and should be destroyed once they have served their purpose.</p>
Pol. 006 65 P.S. 703, 709	<p>Section 10. <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>
65 P.S. 707, 708	<p>Section 11. <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 an open 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 open meeting prior to or after the executive session.</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></ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
65 P.S. 701 et seq	<p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p>

<p>65 P.S. 703, 709</p> <p>65 P.S. 703, 709</p> <p>65 P.S. 701 et seq</p> <p>School Code                  212, 224, 324, 405,                  408, 421, 422, 423,                  426, 427, 428, 433,                  508, 514, 518, 609,                  621, 634, 665, 671,                  687, 702, 707, 708,                  803, 1071, 1075,                  1076, 1077, 1080,                  1111, 1129, 1503</p> <p>PA Statute                  65 P.S.                  701 et seq</p> <p>Board Policy                  003, 004, 005, 006,                  107, 108, 604, 605,                  610, 903</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 Pol. 006, 4.b.</p> <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p> <p>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>Unless held as an executive session, 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 the area under investigation.</p>
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