

Board Meeting Procedures

Agenda

The president is responsible for focusing the board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the president. The president shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before board action. Any board member may request the withdrawal of any item under the consent agenda for independent consideration. Any withdrawn item will be the first item considered after action on the consent agenda.

Items submitted by board members to the Superintendent or the president shall be placed on the agenda. District residents may suggest inclusions for the agenda. Such suggestions should be received by the Superintendent at least 1 week before the board meeting agenda is distributed. Items may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those board members present; no action will be taken on such items.

The Superintendent should provide a copy of the agenda, with adequate data and background information to each board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with the board policy regarding types of board meetings.

The order of business for regular, reconvened, rescheduled, special and emergency meetings shall be as follows:

- 1.0 Roll Call *
- 2.0 Pledge of Allegiance *
- 3.0 Focus on Students and Good News Reports
- 4.0 Public Comments *
- 5.0 Reports/Discussion
- 6.0 Action Items
- 7.0 Consent Agenda
 - 7.1 Approval of Minutes
 - 7.2 Personnel Matters
 - 7.3 Payment of Bills and Payrolls
 - 7.4 Treasurer's Report
 - 7.5 Other
- 8.0 Reports/Discussion
- 9.0 Announcements/Board Member Comments *
- 10.0 Adjourn *

Agenda items will be included as appropriate. Items marked with an asterisk shall be included in the agenda for all board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

All votes shall be by roll call. The sequence for casting votes by all board members shall be alphabetical by last name, with the president voting last.

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being physically present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board unless otherwise stated in law. On a tie vote the motion is defeated.

Statutory exceptions include the following:

1. A motion to dismiss a teacher for any reason other than reduction of staff or elimination of that position shall be approved by the majority vote of the Board's full membership. (105 ILCS 5/24-12)
2. A resolution directing the sale of district real property or improvements thereon shall be approved by at least two-thirds of the Board's full membership. (105 ILCS 5/5-22)
3. A motion or resolution to make or renew a lease of school property to another school district or municipality or body politic and corporate for a term longer than 10 years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, shall be approved by a vote of two-thirds of the Board's full membership. (105 ILCS 5/10-22.11)
4. A motion or resolution to lease any building, rooms, grounds and appurtenances to be used by the District for school or administration purposes for a term longer than 10 years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, shall be approved by a vote of two-thirds of the Board's full membership. (105 ILCS 5/10-22.12)
5. A motion or resolution to obtain personal property by lease or installment contract shall be approved by a vote of two-thirds of the Board's full membership. "Personal property" includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. (105 ILCS 5/10-22.25a)

Minutes

The secretary shall keep written minutes of all board meetings, whether open or closed, which shall be signed by the president and the secretary.

The minutes include:

1. The date, time and place of the meeting;
2. Board members recorded as either present or absent;
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a vote, each member shall be recorded as voting "yea", "nay", "present", or "abstain";

5. If the meeting is adjourned to another date, the time and place of the reconvened meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at the next regularly scheduled open board meeting.

At the April and October open meetings, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board's treasurer on the first Monday of April and October, and at other times as the treasurer may require.

The official minutes are in the custody of the secretary. Open meeting minutes are available for inspection during regular office hours within 7 days after the Board's approval; they may be inspected in the District Office, in the presence of the secretary, the Superintendent, or any board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. Only minutes that have been approved by the Board are available. The minutes shall not be removed from the District Office except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the president or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District Office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of a particular closed meeting.

Individual board members may listen to verbatim recordings when that action is germane to their responsibilities. In the interest of encouraging free and open expression by board members during closed meetings, the recordings of closed meetings should not be used by board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The secretary or Superintendent will inform the president and make appropriate arrangements. A board member who attends a meeting by audio or video means, as provided in this policy may participate in all aspects of the board meeting including voting on any item.

Rules of Order

Unless state law or board-adopted rules apply, the president, as the presiding officer, will use *Robert's Rules of Order Newly Revised* as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open board meeting. Requests for special needs, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 2 hours before the meeting.

Recording meetings shall not distract or disturb board members, other meeting participants, or members of the public. The president may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).
CROSS REF.: 2.200, 2.210, 2.230
ADMIN. PROC.:

Adopted: August 5, 1968
Reviewed: October 2006
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