

## **Board of Education**

### **Board of Education Meeting Procedure**

#### Agenda

The Board President is responsible for focusing the Board meeting's agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board 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 of Education action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Any two Board of Education members shall be able to place any items on a Board of Education agenda by written request. District residents may suggest inclusions on the agenda. Items for discussion may be added to the agenda at the beginning of a regular meeting upon unanimous approval of those Board members present.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education 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 policy 2:200, Types of School Board Meetings.

The Board President shall determine the order of business at regular Board of Education meetings, upon consent of a majority of members present, the order of business at any meeting may be changed.

#### Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being 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," however, is not counted in determining whether a measure has been passed by the Board unless otherwise stated in law.

The sequence for casting votes shall be rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes.

No proxy votes shall be allowed.

#### Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings, (whether open or closed) which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned 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 of Education at its next regularly scheduled open Board meeting for approval or modification.

At least semi-annually in an open meeting, 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 of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board of Education'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 Board Secretary. Open meetings minutes are available for inspection during regular office hours within 7 days after the Board's approval, in the office of the Board Secretary or designee, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member. Copies of minutes are available from the Board Secretary or may be viewed on the District website [www.psd150.org](http://www.psd150.org). Minutes from closed meetings are likewise available, but only if the Board of Education has released them for public inspection. Only minutes that have been approved by the Board are available. The executive session minutes shall not be removed from the Board Secretary's office except by vote of the Board of Education or by court order. At no time will the minutes be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning: (1) a named student, (2) an employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the District and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1et seq.

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

#### Verbatim Record of Closed Meetings

The Board Secretary or the Assistant Board Secretary shall audio record all closed meetings. If neither is present, the Board 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 central administrative 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 the particular closed meeting.

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes. 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.

#### Attendance and Quorum

School Board members may attend school board meetings either in person or by telephone conferencing. Telephone conferencing may be used for both meetings held in public session and meetings held in closed (executive) session. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

The following provisions shall apply to any meeting at which a school board member attends by telephone conferencing:

1. . In compliance with the Illinois Open Meetings Act.
2. Only one board member may attend by telephone conferencing.
3. At least 48 hours advance notice shall be given the board secretary of any board member's intent to attend a meeting by telephone conferencing.
4. The telephone conferencing member may vote on all questions before the board and participate in all discussions.
5. The Board President shall announce at the beginning of any meeting the name of any board member attending by telephone conferencing and the minutes shall reflect the name of any member attending by telephone conferencing.

No board member shall attend any meeting by proxy.

Rules of Order

The Board President, as the presiding officer, will use Robert's Rules of Order Newly Revised and Board Policy as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board of Education 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 Board 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, and 5/10-16.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

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