

School Board

School Board Meeting Procedure

General

The agenda for School Board meetings shall be prepared by the Superintendent in consultation with the Board President.

Items submitted by School Board members to the Superintendent or the Board President shall be placed on the agenda. District residents may suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least one week before the School Board meeting.

Items may be added to the agenda at the beginning of a regular meeting upon majority approval of those Board members present.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each School Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

At each regular or special meeting of the Board which is open to the public, members of the public and employees of the District shall be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board.

The order of business at regular School Board meetings shall be:

1. Roll Call
2. Approval of Minutes of Previous Meeting
3. Approval of Bills
4. Recognition and Comments from Employees and Public
5. Unfinished Business
6. New Business
7. Adjournment

Upon consent of a majority of members present, the regular order of business at any meeting may be suspended.

Voting Method

The School Board shall establish a sequence for voting. When a vote is taken upon any measure before the School Board, with a quorum being present, a majority of the votes of the Board members voting on the measure shall determine the outcome thereof, except as otherwise provided by law (e.g., teacher dismissals, sale of property).

A vote of "pass", "present", "abstain", or a failure to vote when a member is present shall not constitute a vote for the majority or minority. However, in cases where the relevant statute provides that a proposition must be carried by an "affirmative" vote of a majority or greater of all board members, a vote of "pass", "present", "abstain", or a failure to vote when a member is present shall constitute a "Nay" vote.

Statutory exceptions include, but may not be limited to, the following circumstances:

1. A motion to dismiss a teacher for any reason or cause other than reduction of staff or elimination of that position shall be approved by the majority vote of all its members.
2. A resolution directing the sale of District real property or improvements thereon shall be approved by at least two-thirds of the School Board members.

When a vote is tied, on the "ayes" and "nays", the motion before the Board does not carry. On a tie vote the motion is lost.

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 of yeas and nays shall be taken and entered in the records of the School Board Minutes.

Any School Board member may request that his vote be recorded and, with the approval of the other School Board members, he may append at that time a statement indicating the reason for his vote.

Any School Board member may request that his vote be changed prior to the result of the vote being announced by the President.

#### Minutes and Recordings

The Secretary shall keep written minutes of all School Board meetings, which shall be signed by the President and the Secretary.

The minutes include:

1. The date, time, and place of the meeting;
2. School 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 roll call vote, the "yeas" and the "nays" shall be recorded;
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 member 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 are submitted to the School Board at the next Board meeting for approval or modification.

The School Board minutes shall be submitted to the Board Treasurer on the first Monday of April and October, and at other times as the Treasurer may require.

The official minutes shall be kept in the custody of the Board Secretary. Minutes of open meetings are available for inspection during regular office hours within 7 days after Board approval, in the office of the Superintendent or designee, in the presence of the Secretary, the Superintendent or designee, or any member of the School Board.

The Recording Secretary will also keep a verbatim record of all closed meetings in the form of an audio or video recording.

Minutes and recordings of closed meetings are likewise available if the School Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. The minutes shall not be removed from the Superintendent's office except by vote of the Board or by court order. The Board shall meet periodically, but no less than twice each year, to review the minutes and recordings of all previous closed sessions which have not previously been reviewed. At such meetings the Board shall determine and report in open session (1) that either the need for confidentiality still exists as to all or part of those minutes and recordings, or (2) that certain minutes and recordings or portions thereof no longer require confidential treatment and are available for public inspection.

Unless the Board has made a determination that the verbatim recording of a closed meeting no longer requires confidential treatment, or otherwise consents to disclosure, the verbatim record of a meeting closed to the public will not be open for public inspection or subject to discovery in any administrative proceeding other than one brought to enforce the Illinois Open Meetings Act. In the case of a civil action brought to enforce the Open Meetings Act, the court may conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of the Open Meetings Act. In the case of a criminal proceeding, the court may conduct an in camera examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. If the court or administrative hearing officer determines that a complaint or suit brought for noncompliance under the Open Meetings Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege.

The verbatim recording of a closed meeting may be destroyed without notification to or the approval of a records commission under the Illinois Local Records Act no less than 18 months after the completion of the meeting, but only after:

- (1) the Board approves the destruction of the particular recording; and
- (2) the Board approves minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act.

Only official minutes and recordings are available. The official record shall not be removed from the Superintendent's office except by vote of the School Board or by court order.

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 School 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 recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board 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

The Board 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 School 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 24 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.

If a witness refuses to testify while being taped or filmed, the School Board shall prohibit such recording during the witness's testimony.

LEGAL REF.: Illinois School Code, Sec. 10-6, 10-7, 10-12 and 10-16 (105 ILCS 5/10-6, 5/10-7, 5/10-12 and 5/10-16);  
Illinois Open Meetings Act, Sec. 2a, 2.02, and 2.06 (5 ILCS 120/2a, 120/2.02, 120/2.06);  
Illinois Local Records Act, Sec. 7 (50 ILCS 205/7); and  
Prosser v. Village of Fox Lake, 438 N.E. 2d 134 (1982).

CROSS REF.: 2.200, 2.220, and 2.230

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