

## Meetings of the Board of Education

### Section A - Regular Meetings

1. Regular meetings of the Board of Education shall be held at locations and times approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all Board committee meetings shall be open to the public, subject to public exclusion from closed sessions for matters that are permitted to be conducted in closed session by statute, regulation or case law.

### Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership (4) of the School board constitutes a quorum.
2. 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:
  - a. Personal illness or disability;
  - b. Employment or District business; or
  - c. Family or other emergency.
3. If a member wishes to attend a meeting by video or audio means, he or she must notify the board secretary or Superintendent at least 24 hours before the meeting unless such advance notice is impractical. The board secretary or Superintendent will inform the Board president of the board member's notification and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

### Section C - Meeting Procedures

1. The secretary shall assume responsibilities relative to notification of time and place for all Board meetings and Board committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary shall prepare an agenda for each meeting of the Board, subject to final revision and approval by the Board at the meeting. The agenda shall include items recommended by the Board or the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. As needed, the Board as a whole may decide whether or not to place the proposed item on a future agenda.
3. Unless otherwise specified by legal requirements or Board actions, all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an

impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.

4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular and special meetings, and closed sessions of said meetings, of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, to the extent provided by law, after approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording 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 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.
9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. 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 or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

#### Section D - Public Communication With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the Board. The only limitations on such communications are:

1. Exclusion of the public from the Board's closed sessions; and
2. All members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

Written correspondence to the board will receive a confirmation of receipt of the message. While the board generally does not respond, unless required by law, the Board, in its discretion, may respond or direct such response through the superintendent or designee for appropriate action.

#### Section E - Comments from Members of the Public at Board Meetings

While the Board of Education welcomes comments from members of the public, meetings of the Board are not public hearings, except as otherwise noticed or required by law. Such meetings are public open meetings conducted to carry out the business of school district governance.

To facilitate public comments consistent with preserving the flow and orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public during meetings of the Board:

1. Individuals requesting to be heard during the Public Comment period must indicate such request to the Board secretary prior to the adoption of the agenda.
2. Individuals may address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board president.
3. As a matter of practice, the total length of time at a regular Board of Education meeting for public participation will be 30 minutes. At the discretion of the Board, the public comment period may be extended beyond the 30-minute period, or may be moved to another time during a Board meeting.
4. Individuals may speak to the Board for up to 2 minutes. At the discretion of the Board, the time for individuals may be extended beyond the 2 minutes. As a matter of practice, a group of individuals may not aggregate their time to extend beyond the 2 minutes.
5. When addressing the Board, individuals are asked to identify their name, address, and relationship to the school district, and then to state their comments.
6. Confidential information will not be heard in the open meeting.
7. It is the Board's expectation that communication from the public at its meetings be delivered in a professional and respectful manner. While the Board does not control the topics brought to its attention or the substance of the public comment, speakers are reminded that their comments are not automatically protected by any immunity or other legal protection.

8. Individuals will follow the Board president's decisions on procedural matters regarding public participation not otherwise covered in this policy.
9. Individuals are expected to conduct themselves with respect and civility toward others and otherwise to abide by all school rules, regulations, and policies that govern the operations of the school district.
10. As a matter of practice, the Board does not respond or engage with individuals during the public comments section of the meeting. The Board listens to and carefully considers comments, and may address comments at the appropriate time.

Section F - Requests for Information

Requests for information under the Illinois Freedom of Information Act shall be submitted in accordance with Board Policy 9100.

Section G - Press Coverage

The Board of Education encourages full press coverage of all its meetings that are open to the public and directs the superintendent or designee to provide appropriate assistance that facilitates such coverage.

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