

Executive Board Governance and Operations

Notification of Executive Board Meetings

Notification to Public

Executive Board meetings are public meetings and therefore open to the public as prescribed by law. It is the policy of the Executive Board to comply with the requirements of the Open Meetings Act.

Notification to Executive Board Members

Notice of each regular meeting of the Executive Board with agenda will be delivered to each member at least 72 hours prior to each meeting.

Notice of all special meetings shall be given to the members of the Executive Board at least 48 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of such special meeting.

Advance Information to Executive Board Members

It is the policy of the Executive Board that each member be provided, in advance of Executive Board meetings, with all information related to the business to come before the Executive Board, and as will be of interest and of value to the Executive Board in performing its duties.

The Superintendent shall make recommendations on all agenda items where action is required. These recommendations and all information pertinent to the action to be taken should be furnished to the Executive Board prior to the discussions and the vote.

News Media Services at Executive Board Meetings

The Executive Board believes that one of the paramount responsibilities of a board of education is to keep the public informed of District business. Therefore, the Executive Board encourages the attendance of press representatives at all meetings excepting closed sessions.

1. A copy of the agenda will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Executive Board shall be considered matters of official record and shall also be made available to the press. However, reports-in-progress on which the Executive Board has taken no official action shall be released only upon the Executive Board's authority as "tentative reports".
2. When individual Executive Board members receive requests for information from news media representatives, members shall refer such requests to the Executive Board President who shall be the spokesperson for the Executive Board except as he or she specifically delegates this responsibility to others.

In the event that news media representatives are unable to attend a meeting, they shall be provided upon request with the minutes of the meeting following approval by the Executive Board.

LEGAL REF.: 5 ILCS 120/1 *et seq.*
105 ILCS 5/10-21.6.

CROSS REF.: 2:220 (Executive Board Meeting Procedure)

ADOPTED: August 24, 2004