

**BOARD OF EDUCATION**

**School Board Procedures**

1. A majority of the Board shall constitute a quorum whether individuals are present physically or via telephone for the transaction of business.
2. Minutes of all Board meetings shall be taken by the clerk/secretary and sent to the members before the next regular open meeting.
3. At least semi-annually in an open meeting, the Board shall 1) review minutes from closed meetings approved by the Board prior to the date of the meeting that are currently unavailable for public release, and 2) decide which, in whole, or in part, 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.
4. All business of the Board shall be transacted at legal meetings and no member of the Board shall have the power to act in the name of the Board outside of Board meetings except in the manner and to the extent authorized by Board resolution.
5. Robert's Rules of Order shall determine procedure not otherwise provided herein.
6. All votes on motions or resolutions shall be by voice vote except for expenditure of funds or upon request by any Board member.
7. The president shall appoint committees and the president shall specify their duties and responsibilities.
8. Any citizen or group of citizens may present a written petition to the Board for its consideration at any regular meeting or special meeting open to the public. Citizens who wish to present any matter orally to the Board at any regular meeting shall notify the Superintendent at least 24 hours before the next regular meeting. Should the occasion warrant it, this requirement might be waived by unanimous consent of the Board members present.
9. All oral communications to the Board shall be presented to the Board as a whole and shall be limited in time by the presiding officer, but such presentations shall be allowed a minimum of five (5) minutes.

**Verbatim Record of Closed Meetings**

The Superintendent or his or her designee shall audio record all closed meetings. 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 or his or her designee 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 close to the Board's regular meeting location.

During the Board's meeting to review the closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether: 1) there continues to be a need for confidentiality, or 2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate state or federal privacy or confidentiality requirements, including, but not limited to, 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/et seq.

Requests by members of the public for access to a recording of a closed meeting will be denied unless the Board has found that the recording no longer needs confidential treatment. 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.

After eighteen (18) months have passed since being made, the audio recording of a closed meeting shall be destroyed without notification to or approval from a records commission or state archivist, provided the Board has approved: 1) its destruction, and 2) the minutes of the particular closed meeting.

**Quorum**

A majority of votes shall constitute a quorum whether board members are present physically or via telephone.

FIRST READING: August 24, 2005

ADOPTED: September 14, 2005