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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 2-220

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## **BOARD OF EDUCATION**

### **BOARD OF EDUCATION MEETING PROCEDURE**

At each meeting of the Board of Education, the order of business normally will be as follows:

- I. Call to Order
- II. Closed Session
- III. Reconvene to Open Session
- IV. Minutes
- V. Communications
- VI. Special Orders of Business
- VII. Administrative Items
- VIII. Consent Agenda
- IX. Board Member Reports
- X. Board members' calendar of events

#### **Agenda**

The School Board President is responsible for focusing the Board meeting 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 actions. Upon the request of any Board member, an item will be withdrawn from the consent agenda for independent consideration.

Items submitted by School Board members to the Superintendent or the 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 7 days before the School Board meeting.

Items not on the agenda may be discussed at the meeting; however, no action will be taken on such items.

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.

The order of business at regular School Board meetings shall be determined by the Board President.

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 School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. When votes are entered in the minutes, “present” or “abstain” votes shall be recorded as such. A vote of “present” or “abstain” is counted with the majority of votes cast, unless otherwise provided for by law. On a tie vote, the motion is defeated.

The sequence for casting votes shall be rotated.

On all questions presented on the consent agenda, including those 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.

### **Minutes**

The Board 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 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 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 shall be submitted to the School Board for approval or modification at the next regularly scheduled open Board meeting.

Semi-annually, the Board shall meet in closed session to review the minutes from closed meetings that are currently unavailable for public release. The Board (1) reviews minutes from all 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. At the next Regular Board of Education Meeting, the Board will act in open session to determine whether all or part of the minutes and recordings still require confidentiality, or are available for public inspection.

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

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them.

### **Verbatim Record of Closed Meetings**

The Superintendent, or the Board President when the Superintendent is absent, shall audio record all closed meetings. After the closed meeting, the Board Secretary shall label the recording with the date and store it in a secure location. The Board Secretary 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.

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.

### **Quorum**

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board shall constitute 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 purpose 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 Board Secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The Board 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.

### **Broadcasting and Recording Board Meetings**

Any person may record or broadcast an open 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 eight 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 Reference: 5 ILCS 120/2 et seq.**

**105 ILCS 5/10-12, 5/10-16**

**Revised: 12/12/77**

**Revised: 6/23/94**

**Revised: 8/24/98**

**Revised: 3/20/2006**

**Approved: 8/23/2010**