

## Cooperative Boards

### Board Meeting Procedure

#### Agenda

The agenda for Operational Board meetings shall be prepared by the Executive Director in consultation with the Chairperson.

The agenda for Governing Board meetings shall be prepared by the Executive Director in consultation with the Chairperson of the Governing Board and the Chairperson of the Operational Board. The Chairperson of the Operational or Governing Board may designate a portion of the agenda for those items that usually do not require discussion or explanation before Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Items submitted by Board members to the Executive Director or the Chairperson shall be placed on the agenda. Interested persons may suggest inclusions on the agenda.

The Executive Director shall provide a copy of the agenda, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.

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

#### Voting Method

Voting methods will be as established in the "Articles of Agreement of the North DuPage Special Education Cooperative" and will include the following: A vote of "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present", or a vote other than "yea" or "nay", or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law.

#### Minutes

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

The minutes include:

1. The date, time, and place of the meeting;
2. 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 Operational Board and Governing Board at the next regular open Board meeting for approval or modification.

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 Executive Director, in the presence of the Board Secretary, the Executive Director, or any member of the Board. At least semi-annually in an open meeting, the Board: (1) reviews minutes from 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. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board's Treasurer on the first Monday of April and October, and at other times as the Treasurer may require. The minutes shall not be removed from the Executive Director's office except by vote or by court order.

No later than July 1, 2006, Board meeting minutes will be posted on the Cooperative website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

#### Verbatim Record of Closed Meetings

The Executive Director or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Board Chairperson shall assume this responsibility. 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 Executive Director 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 recording is maintained close to the Board's regular meeting location.

During the Board's semi-annual meetings to review the closed session minutes, the Board will also review the audio recordings of closed meetings. At no time will audio recordings be released to the public.

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. Requests by members of the public for access to a recording of a closed meeting will be denied. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, to determine whether the recordings no longer require 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 recollection.

Quorum

A majority of the full membership of the Operational Board shall constitute a quorum whether individuals are present physically or via a speaker telephone. Five members of the Governing Board shall be considered a quorum.

Rules of Order

The Board Chairpersons, 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, should be directed to the Executive Director as least 2 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board Chairperson 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 REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.  
105 ILCS 5/10-6, 5/10-7, 5/10-16, and 5/120/2.05.  
Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982).

CROSS REF.: 2:200, 2:210, 2:230

Adopted: 3/13/2000

Revised: 11/15/2004

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