

School Board Chart – Reference Only

Administrative Procedure - Types of School Board Meetings

Meeting Type	Public Notice	Notice to Board Members	Agenda	Notice to News Media	District Website ¹
Regular	Given once a year when the Board adopts its regular meeting schedule. 5 ILCS 120/2.02. 105 ILCS 5/10-6, 5/10-16.	None required.	Post at the District's main office and at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.	Give to any news media that filed an annual request for such notices. 5 ILCS 120/2.02.	Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda. 5 ILCS 120/2.02. No later than 7-1-06, post regular Board meeting minutes within 7 days after approval; the minutes remain there for at least 60 days. 5 ILCS 120/2.06.
Special	Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting. 5 ILCS 120/2.02.	Notice served by mail 48 hours before the meeting or by personal service 24 hours before the meeting. 105 ILCS 5/10-16.	Include with the public notice. 5 ILCS 120/2.02.	Give to any news media that files an annual request. Must also give the same notice as that given Board members if the news media provides an address or telephone number within the District's jurisdiction. 5 ILCS 120/2.02.	Post a public notice. 5 ILCS 120/2.02.
Emergency	Post the notice at the District's main office or, if no main office	None specified, but advisable to provide the same notice as for a	No State law requirements.	Same as for special meetings.	Post a public notice. 5 ILCS 120/2.02.

¹ Required *only if* the district has a website that is maintained by a full-time staff member; if not, this column may be omitted (5 ILCS 120/2.06(b), as amended by P.A. 94-28).

Meeting Type	Public Notice	Notice to Board Members	Agenda	Notice to News Media	District Website 1
	exists, at the meeting site, as soon as practicable before the meeting. 5 ILCS 120/2.02.	special meeting.			
Closed	May hold a closed meeting, or close a portion of an open meeting, upon a majority vote of a quorum present, taken at a properly noticed open meeting. 5 ILCS 120/2a.	None required.	None required, but only topics specified in the vote to hold the closed meeting may be considered. 5 ILCS 120/2a.	No additional notice required.	Post a public notice. 5 ILCS 120/2.02.
Rescheduled or Reconvened	Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting. No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed. 5 ILCS 120/2.02.	None required.	Included with any public notice.	Same as for a special meeting.	Post a public notice. 5 ILCS 120/2.02.