

Types of School Board Meetings**I. General**

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements. A meeting agenda shall be posted at the District's Administrative Service Center at least 48 hours before the meeting. Unless otherwise specified, all meetings are held in the District's Administrative Service Center. Board members may *not* attend meetings via a telephone conference call and speaker telephone.

II. Regular Meetings

The School Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law. Items not specifically on the agenda may still be considered during a regular meeting.

III. Closed Meetings

The School Board and School Board committees may meet in a closed meeting in accordance with the Illinois Open Meetings Act.

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each School Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

No final School Board action will be taken at a closed meeting.

IV. Special Meetings/Workshops

Special meetings may be called by the President or by any 3 members of the School Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's administration office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

No matters will be discussed, considered, or brought before the School Board at any special meeting other than such matters as were included in the stated purpose of the meeting.

V. Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

VI. Posting on the District's Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each regular meeting which shall remain posted until the regular meeting is concluded.

Adopted: 1/19/76

Revised: 6/20/88; 2/27/06; 9/24/07