

## POLICY BOARD/EXECUTIVE COMMITTEE

### **2:220 Policy Board/Executive Committee Meeting Procedure**

#### Agenda

The Chairperson is responsible for focusing the meeting agendas on appropriate content. The Director shall prepare agendas in consultation with the Chairperson. The Chairperson shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before action. Upon the request of any member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any member may submit suggested agenda items to the Chairperson for his or her consideration for an upcoming meeting. Cooperative residents may suggest inclusions for the agenda. Discussion items may be added to the agenda at the beginning of a regular meeting. The Policy Board and Executive Committee will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Director shall provide a copy of the agenda, with adequate data and background information, to each member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with policy 2:200, *Types of Policy Board/Executive Committee Meetings*.

The Chairperson shall determine the order of business at regular meetings. 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 Policy Board or Executive Committee, with a quorum being present, a majority of the votes cast shall determine its outcome. 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, unless otherwise stated in law. The sequence for casting votes is alphabetical.

On all questions 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 minutes.

#### Minutes

The Secretary shall keep written minutes of all meetings (whether open or closed), which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
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 (OMA) authorizing the closed meeting;

7. A record of all motions, including individuals making and seconding motions; 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 Executive Committee for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Executive Committee: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a *semi-annual review*. The Committee may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session.

The meeting minutes must be submitted to the Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after approval; they may be inspected in the Cooperative's main office, in the presence of the Secretary, the Director or designee.

Minutes from closed meetings are likewise available, but only if the Executive Committee has released them for public inspection, except that Executive Committee members may access closed session minutes not yet released for public inspection (1) in the Cooperative's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Director or designated administrator, or any elected Executive Committee member. The minutes, whether reviewed by members of the public or the Executive Committee, shall not be removed from the Cooperative's administrative offices or their official storage location except by vote of the Executive Committee or by court order.

The open meeting minutes shall be posted on the Cooperative website within 10 days after approval; the minutes will remain posted for at least 60 days.

### Verbatim Record of Closed Meetings

The Director, or the Secretary when the Director is absent, shall audio record all closed meetings. If neither is present, the Chairperson or presiding officer 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 Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the Cooperative's main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Executive Committee approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Director or designated administrator, or any Executive Committee member. Access to the verbatim recordings is available at the Cooperative's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Director or Chairperson. While an Executive Committee member is listening to a verbatim recording, it shall not be re-recorded or removed from the Cooperative's main office or official storage location, except by vote of the

Executive Committee or by court order.

Before making such requests, Executive Committee members should consider whether such requests are germane to their responsibilities or service to Cooperative. In the interest of encouraging free and open expression by Executive Committee members during closed meetings, the recordings of closed meetings should not be used by Executive Committee members to confirm or dispute the accuracy of recollections.

### Quorum

A quorum of the Policy Board or Executive Committee must be physically present at all of their meetings. A majority of the full membership of the Policy Board or Executive committee constitutes a quorum for purposes of those meetings.

### No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board and Executive Committee to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Chairperson or, if the office is vacant or the Chairperson is absent or unable to perform the office's duties, the Vice Chairperson determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the Chairperson nor Vice Chairperson is present or able to perform this determination, the Director shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board and Executive Committee shall put it in writing, include it on the Board and Committee's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board and Executive Committee meet every OMA requirement for the Board and Committee to meet by video or audio conference without the physical presence of a quorum.

### Rules of Order

Unless State law or adopted rules apply, the Chairperson, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised, as a guide when a question arises concerning procedure.

### Broadcasting and Recording Meetings

Any person may record or broadcast an open meeting. Special requests to facilitate recording or broadcasting an open meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Director at least 24 hours before the meeting.

Recording meetings shall not distract or disturb members, other meeting participants, or members of the public. The 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, 120/2.06, and 120/7.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:22 (Executive Committee), 2:200 (Types of Policy Board/Executive Committee Meetings), 2:230 (Public Participation at Policy Board/Executive Committee Meetings)

EXECUTIVE COMMITTEE APPROVAL: January 12, 2022

POLICY BOARD APPROVAL: August 10, 2022

**Tazewell-Mason Counties Special Ed Association**

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