

POLICY BOARD/EXECUTIVE COMMITTEE

2:140 Communications To and From the Policy Board and Executive Committee

The Policy Board and Executive Committee welcome communications from staff members, parents/guardians, students, and community members. Individuals may submit questions or communications for the Policy Board or Executive Committee's consideration to the Director or may use the electronic link to the Board or Committee's email address(es) posted on the Cooperative's website.

The Director or designee shall:

1. Ensure that the home page for the Cooperative's website contains an active electronic link to the email address(es) for the Policy Board and the Executive Committee, and
2. During the Policy Board or executive Committee's regular meetings, report for the Board or Committees consideration all questions or communications submitted through the active electronic link along with the status of the Cooperative's response in the Board or Committee meeting packet.

If contacted individually, Board and Committee members will refer the person to the appropriate level of authority, except in unusual situations. Board and Committee members' questions or communications to staff or about programs will be channeled through the Director's office. Board and Committee members will not take individual action that might compromise the Board, Committee, or Cooperative. There is no expectation of privacy for any communication sent to the Board or Committee or any of its members, whether sent by letter, email, or other means.

Board and Committee Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a quorum shall not be used for the purpose of discussing Cooperative business. Electronic communications among Board or Committee members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act, individual Policy Board or Executive Committee members will not (a) reply to an email on behalf of the entire Board or Committee, or (b) engage in the discussion of Cooperative business through electronic communications with a majority of a Board-quorum.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (Policy Board/Executive Committee Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

EXECUTIVE COMMITTEE APPROVAL: August 7, 2019

POLICY BOARD APPROVAL: August 12, 2020

Tazewell-Mason Counties Special Ed Association