

BYLAWS OF THE BOARD OF EDUCATION

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Bylaws of the Board of EducationIntroduction and Definition of Bylaws

Members of the Board of Education have established these bylaws to govern the internal operations of the Board. These bylaws establish the framework within which the Board of Education will execute its duties and meet its responsibilities. In the opinion of members of the Board of Education, these bylaws will assist the Board in establishing stability and structure as well as in operating the Board of Education by accomplishing the following objectives:

1. By expediting procedures of the Board of Education
2. By assisting members of the Board of Education to keep to the point
3. By affording the public an opportunity to communicate with members of the Board of Education in an orderly and effective manner

These bylaws emphasize the importance of keeping the public informed.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationReorganization of the Board of Education

The corporate name of this School District is Indian Springs School District No. 109 - Cook County, Illinois. At its first regular meeting after the election each year, the Board of Education shall be reorganized by administering the oath of office to the newly-elected members and shall conduct the election of a President, Vice President, and Secretary.

Legal Reference: Illinois School Code - Chapter 122
10-16 Reorganization of the Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationNumber of Members and Terms of Office

The Board of Education consists of seven members who are citizens residing within the boundaries of Indian Springs School District No. 109 and who are elected by the qualified voters of the School District. Each member of the Board of Education shall normally be elected to serve a term of four years. Four members shall be elected for four years every other election with members being elected for four years on the opposite four year cycle.

Elections shall be held each odd numbered year, on the Consolidated Election date, at such places as publicly announced, and as prescribed by the Statutes of the State of Illinois.

The canvass of the election votes and the reorganization meeting for the election of officers shall be held at the first regular meeting (but not more than 10 days) following the annual election.

Legal Reference: Illinois School Code - Chapter 122
10-10 Board of Education - Term - Vacancy
12-2 Election of Board of Education
9-7 Calling Elections
9-18 Canvass of Election

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No.109
Date: September 22, 1992

Bylaws of the Board of EducationQualifications of Members

On the date on election, any candidate for the Board of Education shall, be:

1. A citizen on the United States and at least eighteen (18) years of age.
2. A resident of the State of Illinois and of the territory of the district for at least one (1) Year preceding his or her election.
3. He or she shall not be a school trustee or school.

Members of school boards are prohibited from being in any way interested, directly or indirectly, in any contract with the School District. Thus, it would be improper for anyone who expects to be interested in any contract made or let by the Board of Education to be a candidate for membership on that Board.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board on Education**Vacancies on the Board of Education**

Elective positions on the Board of Education become vacant in the event of one (1) or more of the following conditions prior to expiration of the term of such office:

1. His or her resignation in writing filed with the Board Secretary.
2. His or her becoming insane.
3. His or her ceasing to be an inhabitant on the School District.
4. His or her conviction of an infamous crime, or any offense involving a violation of official oath.
5. His or her removal from office.
6. The decision on a competent tribunal declaring his or her election void.
7. The death of the incumbent.

Legal Reference: Illinois School Code - Chapter 122
10-11 Vacancies As amended, 1964)

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education**Filling Vacancies on the Board**

Whenever a vacancy occurs, the remaining members shall, within forty-five days, fill the vacancy or vacancies, by appointment. The person or persons so appointed shall be duly sworn in and hold office until the next annual election nor members of the Board on Education.

Legal Reference: Illinois School Code - Chapter 122

10-4 Election of Directors

10-10 Board on Education - Term – Vacancy

10-11 Vacancies (As amended, 1964)

Adopted: Board on Education

Common School District No. 109

Date: October 9, 1979

Revised: Board of Education

Indian Springs School District No. 109

Date: September 22, 1992

Bylaws of the Board of EducationCommittees of the Board

Whenever possible, committee work shall be accomplished by members of the Board of Education sitting as a Committee of the Whole. The Board of Education does not utilize standing committees. Temporary -- Ad Hoc Committees shall be appointed by the president of the Board of Education only upon official authorization of the Board of Education. The President shall specify the functions of such committees, shall regularly request reports to the Board of Education concerning their activities, and shall dissolve them when their specified functions have been completed.

With the consent of the Board of Education, the President shall appoint members of the Board to represent the Board at meetings and functions related to the operation of the School District.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationOfficers of the Board of Education

Officers of the Board of Education shall be a President, a Vice-President, and a Secretary. At a meeting in April and within seven (7) days after the regular school election, the Board of Education must elect a President, Vice-President, and a Secretary to hold office until the next reorganization meeting. Each officer shall be elected from among the members of the Board of Education by a majority vote of the members of the Board present and voting.

Each officer shall perform the legal duties of the office and other functions designated by the Board of Education. Officers may be removed at any time by the Board of Education in accordance with procedures outlined in Roberts Rules of Order. Prior to appointment, a Secretary Pro Tern will be designated to conduct the reorganization meeting until a President is duly elected.

Legal Reference: Illinois School Code -- Chapter 122
10-13 President of the Board of Education
10-14 Secretary of the Board of Education
10-15 Organization of the Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Revised: Board of Education
Indian Springs School District No. 109
Date: October 15, 2002

Bylaws of the Board of EducationPresident of the Board of Education

It shall be the duty of the President of the Board of Education to preside at meetings of the Board, to appoint all committees, to sign all orders drawn by the Board of Education upon the Treasurer for school funds, to sign all contracts, orders and bonds. Also, it shall be the responsibility of the President to call meetings of the Board when he or she shall deem it necessary, or when requested by three or more members of the Board, and to perform such other duties as may pertain to his or her office. The President of the Board of Education shall have a vote on motions placed before the Board for action and shall be permitted to make motions when he or she desires. The President shall represent the Board in deliberations with other boards, districts, or agencies unless another member of the Board is so designated.

Legal Reference: Illinois School Code - Chapter 122
10-13 President of the Board of Education

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationVice President

The Vice President shall be elected by a majority of the members of the Board of Education at the reorganization meeting.

Legal Reference: Illinois School Code - Chapter 122
10-13 President of the Board of Education

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationSecretary and/or the Designee of the Board of Education

The Secretary shall perform the duties as prescribed by the Statutes of the State of Illinois and by the Board. The Secretary shall be the custodian of books, records, receipts and all papers and correspondence transmitted to him or her pertaining to the duties of this office. The Board records shall be maintained as prescribed by the Statutes of the State of Illinois in a safe place. The Secretary shall keep a record of the minutes of the Board and shall be responsible for writing and mailing a copy of the minutes of each meeting to each member of the Board and others designated by the Board. The Secretary shall notify each member of the Board and Superintendent of special meetings. He shall countersign all orders or statements on the Treasurer in payment of claims, but such orders are not to be issued until after the board has formally approved such claims at a duly called meeting of the Board. He or she shall receive the nominating petitions of candidates for members of the Board on or before the date required for filing such petitions. Petitions of candidates are to be considered as filed with the Secretary at the time he or she receives them and on the proper date shall be presented to the Board for inspection. The Secretary shall sign all papers that require his or her signature.

Legal Reference: Illinois School Code - Chapter 122
10-14 Secretary of the Board of Education

Adopted: Board of Education
Common School District No. 109
Date; October 9, 1979

Bylaws of the Board of EducationSecretary Pro Ten

In the absence of the Secretary of the Board of Education, the President shall entertain a motion for the election of a Secretary Pro Tern who shall be elected by a majority of the members of the Board present and voting.

Legal. Reference: Illinois School Code - Chapter 122
10-14 Secretary of the Board of Education

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationTownship School Treasurer

The Township School Treasurer of Indian Springs School District No. 109 shall be the only lawful custodian of all school funds and shall demand receipt for and safely keep, according to law, all bonds, mortgages, notes, monies, and legal documents belonging to our School District.

Legal Reference: Illinois School Code - Chapter 122
8-1 Treasurer (As amended, 1965)
8-7 Only Lawful Custodian of Funds; Depositories

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationLegal Counsel

It shall be the policy of the Board of Education to retain legal counsel to the Board and Superintendent. A detailed guide relative to the responsibilities of the position shall be developed cooperatively by the school attorney and Superintendent and shall be present to members of the Board of Education for their approval. The performance of the school attorney shall be subject to evaluation on a continuing basis by the Board and Superintendent. Appointment of an attorney shall be for a one-year term commencing on January 1 of each year, with reappointment subject to a majority vote of the Board of Education at the reorganization meeting.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationAuditor

All of the financial records of the Board of Education, including the Imprest Fund, shall be reviewed on a monthly basis and audited at the end of each fiscal year by an independent firm of auditors recommended by the Administration and approved by the Board of Education.

Legal Reference: Illinois School Code - Chapter 122
3-7 Failure to Prepare and Forward Information

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationIndividual Members of the Board of Education

Members of the Board of Education recognize that individually they have no authority over school affairs; however, collectively they have complete power and authority, within state law, over school affairs when they meet and act as a legal body. The Board shall not be bound in any way by any way by any legal body. The Board shall not be bound in any way by any statement or action is in pursuance of specific instruction of the entire Board of Education. The Board of Education shall consider and act on items presented and recommended by the Superintendent.

Legal Reference: Illinois School Code - Chapter 122
10-23 Additional Powers of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Insurance for Board of Education

It shall be the responsibility of the Superintendent and members of the Board of Education to maintain adequate insurance to protect the School District as well as members of the staff and Board of Education.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationLegislative Program of the Board of Education

As an agent of the State of Illinois, the Board of Education must operate within state and federal laws affecting public education. It shall be the responsibility of the Superintendent as well as members of the Board to work vigorously for the passage of new laws designed to advance the cause of good schools as well as for repeal or modification of existing laws that impede this cause. To this end, members of the Board and Superintendent will accomplish the following tasks:

1. Members of the Board of Education and Superintendent will develop an annual legislative program reflecting the desires and attitudes of the citizens of the community.
2. When appropriate, the Board of Education and Superintendent will work for the achievement of common legislative objectives through state and national school boards associations as well as with other concerned groups.
3. Members of the Board of Education and Superintendent will seek both direct and indirect representation of its position on pending legislation with appropriate state and federal legislators and legislative committees.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the, Board of EducationAdvisory Committees to the Board of Education

Members of the Board of Education shall establish and rely upon various advisory committees to counsel it in an attempt to discern the needs and desires of the residents and staff of the School District. The central purpose of all advisory committees is to contribute to the educational program by working with the Superintendent and the Board of Education to conduct studies, to identify problems and to develop recommendations which will enhance the effectiveness of the decision-making process. It should be understood that the ultimate authority to make decisions will reside in the powers and duties of the Board of Education as imposed by law.

It shall be the responsibility of the Superintendent to base his recommendations to the Board of Education upon the input of the committee and the judgment of the professional staff.

Legal Reference: Illinois School Code - Chapter 122
10-2 Corporate Policies
10-6 Regular and Special Meetings
10-12 Quorum

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationCitizens' Legislative Advisory Committee

It shall be the responsibility of the Superintendent as well as members of the Board of Education to work vigorously for the passage of new laws designed to advance the cause of education as well as for the repeal or modification of existing laws that impede this cause. Members of the Board of Education shall establish a Citizens' Advisory Committee composed of the following:

1. Three members of the Board of Education
2. Three administrators
3. Three teachers
4. Six members of the community
5. Six representatives of the PTA/PTC local units

The Citizens' Legislative Advisory Committee shall work with the Superintendent to investigate pending legislation and to determine whether or not bills should be supported by the Board of Education. Also, members of the Citizens' Legislative Advisory Committee will work with members of the Board of Education and the Superintendent to develop an annual legislative program reflecting the desires and attitudes of the citizens of the community.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board EducationConsultants to the Board of Education

Members of the Board of Education are aware that Indian Springs School District No. 109 represents an investment of millions of dollars by the public in the cause of public education. In order to pursue its educational mission and goals as well as to protect the public's financial investment in the schools, the Board of Education will from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or to provide special services which members of the staff cannot provide. The kinds of assistance sought from consultants may include, but will not necessarily be limited to: (1) conducting fact finding studies, surveys, and research; (2) providing counsel or services requiring special expertise; and (3) assisting the Board of Education in developing policy and program recommendations.

Before engaging any consultant, the Board of Education will require submission of a written proposal which can be incorporated into a contract or purchase order if it satisfies the wishes of the Board. Proposals will detail the following criteria:

1. the specific objectives to be accomplished by the consultant.
2. the specific tasks to be performed.
3. the procedures to be used in implementing the tasks.
4. the target dates for the completion of tasks.
5. the method to be used to report results to the Board
1. and/or to deliver any "product" to the Board.
6. the detailed costs and payment

It shall be the responsibility of the Superintendent to establish procedures necessary to affect an efficient working relationship between the consultant and the Board, as well as members of the professional and classified staff.

Adopted: Board of Education
Common School District No.109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws, of the Board of EducationMethods of Operation

Members of the Board of Education are cognizant that their chief concern is for the development, operation, and improvement of the schools, as well as the establishment of educational goals. Members of the Board are aware that they are responsible to all of the

People for whose benefit they School District has been established. They realize that they must be concerned with long-range as well as short-range planning. The Board must fulfill these responsibilities by functioning primarily as a legislative body, by formulating and by adopting policies and by selecting a competent Superintendent who, as their Executive Officer, will implement these policies. The Board of Education in cooperation with the administration will evaluate the performance and progress of the School District. Also, members of the Board must implement functions of the Board by operating openly as well as by seeking the involvement and contributions of the public, members of the staff, and students in its decision-making processes. All actions of the Board shall be taken only in official Board meetings and conducted according to these Bylaws and the Statutes of the State of Illinois.

Legal Reference: Illinois School Code - Chapter 122
10-2 Corporate Policies 10-6 Regular and Special Meetings

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationAdoption and Amendment of Policies

Policy proposals and suggested amendments or revisions of existing policies shall be submitted to all members of the Board, in writing, prior to the next scheduled meeting in which such proposed policies, amendments, or revisions shall be reviewed and discussed. A vote for adoption shall take place at the next succeeding regular meeting of the Board. Action shall be by majority vote of those present.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationDissemination of Policies and Policy Manuals.

It shall be the responsibility of the Superintendent to establish and to maintain an orderly plan for providing copies of all policies adopted by the Board of Education as well as the administrative rules and regulations needed to implement these policies. At least one copy of these manuals shall be placed in each school building and public libraries in the School District, to insure that professional and classified employees, as well as citizens of the community, have access to such policies and administrative rules and regulations. All members of the Board of Education shall be furnished copies of these manuals.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationSuspension of Policies

Policies of the Board of Education shall be subject to suspension only upon a majority vote of the members of the Board present at a meeting. It shall be the responsibility of the Superintendent to insure that members of the Board of Education are informed, in writing, of such needed suspension of policy prior to the next meeting.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationSuspension of Bylaws

Bylaws of the Board of Education shall be subject to suspension only upon a majority vote of all members of the Board of Education present at a meeting. It shall be the responsibility of the Superintendent to insure that members of Education are informed, in writing, of such needed suspension of bylaws prior to the next meeting.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationAdoption of Administrative Regulations

Members of the Board shall not be required to adopt administrative rules and regulations unless specifically required to accomplish this task by the Statutes of the State of Illinois, negotiated agreements, or upon the request of the Superintendent. New and/or amended

Administrative rules and regulations shall be presented to members of the Board of Education for their review. The Board shall retain the right to veto such rules and regulations when, in their judgment, they are inconsistent with the policies adopted by the Board.

Legal Reference: Illinois School Code - Chapter 122
10-21.4 Superintendent - Duties

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationMeetings of the Board of Education

All official business of Indian Springs School District No. 109 is conducted at regular and/or special meetings of the Board of Education. All such meetings are open to the public. It shall be the responsibility of the Superintendent to insure that public notice is rendered of all meetings of the Board of Education the Open Meeting Law. Meetings of the Board of Education are conducted in public; however, they are not public meetings.

It shall be the responsibility of the Superintendent and the administrative team to prepare agendas for all regularly scheduled Board meetings. The Superintendent and/or his designee, as well as the Secretary of the Board of Education, are expected to attend all meetings of the Board of Education. It is the prerogative of the Superintendent to designate other administrative personnel to participate in meetings of the Board of Education.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationRegular Meetings

The Board of Education of Indian Springs School District No. 109 schedules twelve (12) regular meetings each year. Regular meetings of the Board of Education shall be held on the third Tuesday of each month. The time and place for all regular meetings shall be at 6:00 p.m. in the Office of the Board of Education of Indian Springs School District No. 109, or at such other place as may be, from time to time, designated by the Board of Education. Regularly scheduled meetings may serve two purposes: action and information. The latter involves the development of new business to come before the Board of Education at a future meeting as well as the discussion of policies.

Meetings of the Board of Education are open to the public. It shall be the responsibility of the Superintendent to insure that public notice is rendered of all meetings of the Board of Education as prescribed by the Open Meetings Law. Official action on agenda items is always taken in open meetings. Agendas are prepared by the Superintendent and the administrative team in advance of each regular meeting and such information is distributed to members of the Board of Education in advance of the meeting. Citizens and delegations are received when opinions from the audience are requested to discuss items which have been placed on the agenda for that meeting. At the discretion of the Board of Education, public discussion of items on the agenda may be invited during other portions of the meeting.

- Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979
- Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992
- Revised: Board of Education
Indian Springs School District No. 109
Date: October 15, 2002
- Revised: Board of Education
Indian Springs School District No. 109
Date: May 18, 2010

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Bylaws of the Board of Education

Special Meetings

Special meetings of the Board of Education may be called by the President or by any three members of the Board of Education by rendering notice thereof in writing. Such notice shall state the time, place, and purpose of the meeting. Such notice may be served by mail forty-eight hours before such meeting, or by personal service twenty-four hours before such meeting. The agenda for special meetings shall be included in the call.

No business shall be transacted at any special meeting of the Board of Education which does not come within the purpose set forth in the call for the meeting unless all members of the Board of Education are present and agree to the consideration of the additional items.

Legal Reference: Illinois School Code - Chapter 122
10-16 Organization of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationAdjourned Meetings

The Board of Education may adjourn any regular, special or adjourned meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting, the Secretary of the Board of Education may declare, in writing, that the meeting be adjourned to a stated time and place; and he shall cause a written notice of the adjournment to be rendered unless such notice is waived as provided for special meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order for adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, by law, or other rule.

Legal Reference: Illinois School Code - Chapter 122
10-6 Regular and Special Meetings
10-16 Organization of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationCommittee Meetings

The Board of Education, operating as a Committee of the Whole, does not utilize standing committees. Temporary - Ad Hoc Committees shall be appointed by the President of the Board of Education only upon official authorization of the Board of Education. The President shall specify the functions of all such committees, shall regularly request reports to the Board of Education concerning their activities, and shall dissolve them when their specified functions have been completed.

Meetings of designated committees of the Board are open to the public; such meetings are convened upon the call of the Superintendent and/or Chairperson of the Committee. All members of the Board of Education shall be notified of such meetings. It shall be the responsibility of the Superintendent to insure that notices of such meetings which designate the time and place are announced publicly and are posted in each school of the School District.

Legal Reference: Illinois School Code -- Chapter 122
10-6 Regular and Special Meetings

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Closed Sessions

The Board may meet in closed session when: (1) a majority vote at an open meeting where a quorum is present authorizes a closed session meeting; and, (2) the voting members invoke, and the minutes reflect, a citation to 5 ILCS 120/2©, the portion of the Open Meetings Act that allows the Board to meet in closed session. No action of any sort or official action shall be taken at such a session.

Source: Illinois School Code - 5 ILCS 120/2a

Record of Closed Sessions

Closed session meetings will be recorded on audiotape pursuant to the Board's policies on meeting procedures. Each recording will be retained for at least 18 months after it is created. After the 18 month retention period concludes for each verbatim recording, the recording will be destroyed if the Board approves both (1) the destruction of the recording and (2) the written minutes documenting the relevant closed session proceedings.

The Board will add "destruction of closed meeting audio recording" as an agenda item for each upcoming meeting if any verbatim recording has been retained for at least 18 months. Minutes and recordings will not be released if confidentiality is necessary to protect either the public interest, the interest of the School District, or the privacy of an individual. Recordings will be made publicly available only after the Board's approval or pursuant to a court order.

Written minutes of closed session meetings must include the date, time, and place of the meeting, the members present and absent, and a summary of the matters discussed. At least every six months, the Board will review the minutes and recordings of all closed sessions not previously released and will decide which, if any, no longer require confidentiality and should be made available for public inspection. The Board will report the results of this review in open session. The Board will vote in open session to approve any minutes of closed session meetings and to destroy recordings of those sessions (after the 18 month retention period has expired).

The Superintendent will implement procedures consistent with this policy.

Source: Illinois School Code - 5 ILCS 120/2.06

RECORD OF CLOSED SESSIONS PROCEDURES

Providing recording devices. Before every meeting, the Superintendent will ensure that an audio recording device and all necessary accompanying items are available to the Board in the event the Board finds it necessary to meet in closed session.

Responsibility for recording, during a closed session meeting, the Board Secretary will be responsible for recording closed session meetings by audiotape. If the Board Secretary is not present, the Board President or presiding officer will assume this responsibility. The person making the recording will be responsible for labeling the recording with the date and storing it in a secure location in the Superintendent's offices. Storing recordings. The Superintendent will ensure that a secure place in his or her offices is provided for the storage of any recordings of closed session meetings.

Creating and approving closed session minutes. The Board Secretary will prepare minutes of each closed session meeting and will ensure the Board approves the minutes within six months of the meeting documented.

Semi-annual review of closed session recordings and minutes. The Board Secretary will ensure the Board reviews the existing minutes and recordings of closed session meetings in a closed session portion of the regularly scheduled Board meetings every six months. The Board will determine and the Board Secretary or Board President will report in open session whether all or part of the minutes and recordings still require confidentiality, or are available for public inspection.

Information that will not be disclosed. Information generally will not be disclosed from closed sessions if such disclosure:

- would violate state or federal laws requiring the confidentiality or privacy of information, including student records;
- would involve confidential information from personnel files such as employment applications, disciplinary records or disciplinary actions;
- would involve matters protected as attorney-client communications or matters regarding pending or probable litigation;
- would relate to other information of a confidential nature including school security plans;
- would make available information that is exempt from disclosure under the Freedom of Information Act; and
- would compromise the School District's position in collective bargaining matters.

Approving the destruction of recordings. The Board Secretary will also ensure the Board considers whether to destroy the recording of a closed session meeting no less than eighteen (18) months after that meeting and no more than two (2) years after that meeting.

Destroying recordings. After the destruction of a recording has been properly approved, the Board Secretary will completely erase and discard the recording.

Source: Illinois School Code - 5 ILCS 12012.06

Adopted: Board of Education
Indian Springs School District No. 109
Date: August 17, 2004

Revised: Board of Education
Indian Springs School District No. 109
Date: February 16, 2010

Bylaws of the Board of EducationOrganizational Meeting

The Board of Education shall meet and organize bi-annually, within seven (7) days after the election of the Board of Education. After the election of its officers and assigning the time and place for regular meetings, the Board of Education shall then enter upon the discharge of its duties.

Legal Reference: Illinois School Code – Chapter 122
10-16 Organization of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationOath of Office for Board Members

Before taking office, members of the Board of Education shall take the following oath or affirmation.

"I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the Office of Member of the Board of Education of Indian Springs School District No. 109 of Cook County, Illinois, according to the best of my ability."

Legal Reference: Illinois School Code - Chapter 122
10-16 Organization of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationElection of Officers

Officers of the Board of Education shall be a President, a Vice-President and a Secretary. At the reorganization meeting in April, which is held within seven (7) days after the regular consolidated election, the Board of Education must elect a President, Vice President, and a Secretary to hold office until the next reorganization meeting. Each officer shall be elected from among the Members of the Board of Education by a majority vote of the Members of the Board present and voting.

Legal Reference: Illinois School Code - Chapter 122

10-13 President of the Board of Education

10-14 Secretary of the Board of Education

10-15 Organization of the Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1999

Revised: Board of Education
Indian Springs School District 109
Date: October 15, 2002

Bylaws of the Board of EducationQuorum - Method of Voting

A majority (four members) of the full membership of the Board of Education shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Board of Education, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Rules of Order

Except as otherwise provided by law, meetings of the Board of Education shall be patterned after Robert's Rules of Order, Revised.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationSchool Board Work Sessions and Retreats.

As a decision-making body, the Board of Education is confronted with a continuing flow of problems, issues and recommendations which require action. Members of the Board of Education are mindful of the importance of planning, brainstorming and thoughtful discussion without the necessity of immediate action. Therefore, from time to time, the Board of Education may schedule work sessions and retreats in order to provide its members and the administration with just such opportunities. Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in accordance with the Open Meetings Law.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board at EducationNotification to Members

Notification of meetings shall be made as required by law and as additionally provided in these Bylaws. It shall be the responsibility of the Superintendent to notify all members of the Board of Education of such meetings.

Legal Reference: Illinois School Code - Chapter 122
10-16 Organization of Board

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationPreparation and Construction of Agenda

It shall be the responsibility of the Superintendent and the administrative team to prepare agendas for all scheduled meetings of the Board of Education. The new and unfinished business conducted by the Board of Education at any regular meeting will be restricted to those matters included on the agenda, and must be restricted to those matters identified in the call for any special meeting.

1. Regular agenda items are to be submitted to the Superintendent by 4:30 p.m. on the Wednesday preceding the regular meeting.
2. Actions: Formal action by the Board of Education may be taken on any item included in the agenda, when accompanied by the appropriate administrative recommendation and by whatever majority vote is required by the Board of Education or by the Statutes of the State of Illinois.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationAdvance Distribution of Materials

It shall be the responsibility of the Superintendent and the administrative team to prepare the Agenda Information in advance of the meetings and to insure that such information is distributed to members of the Board of Education at least three days prior to the meeting to permit them the opportunity to study matters scheduled for approval as well as discussion.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationPublic Participation at Meetings the Board of Education

With the exception of Executive Sessions, all meetings of the Board of Education shall be open to the public. Because members of the Board of Education desire to hear the viewpoints of citizens throughout the School District, it shall offer suitable times at all regular and special meetings for citizens to be heard on items which have been placed on the agenda for that meeting.

Recognizing its responsibility for proper governance of the schools and therefore the need to conduct its business in an orderly and efficient manner, the Board of Education shall schedule a period during each meeting for public participation. At times, it shall set a time limit on the length of this period and/or a time limit for individual speakers. The length of the public discussion period and the proposed time limit for individual speakers may be extended by action of the Board of Education. It shall be the responsibility of the President of the Board of Education to recognize all speakers, who shall properly identify themselves, and to maintain proper order and to obtain adherence to any time limits established.

Members of the public shall not be recognized by the President as the Board of Education conducts its official business except when the Board of Education schedules in advance an interim discussion period on a particular agenda item. Persons appearing before the Board of Education are reminded, as a point of information that members of the Board of Education are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual members of the Board of Education, but answers must be deferred pending consideration by the full Board.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Meetings of the Board of Education - Agenda Format

At the regular monthly meeting of the Board of Education, the format for the agenda shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge to Flag
4. Approval of Minutes
5. Correspondence
6. Opinions from the Audience
7. Consent Agenda Items:
 - A-1-(YR)-(MO) Accounts Payable
 - A-2-(YR)-(MO) Financial Report
 - P-1-(YR)-(MO) Instructional Personnel Transactions
 - P-2-(YR)-(MO) Classified Personnel Transactions
 - B-1-(YR)-(MO)-A, etc. (Any other Approvals to be Considered under Consent Agenda Items)
8. Discussion Items/Curriculum Presentations
9. Action Items
10. Opinions from the Audience
11. Reports and Memoranda
12. Media
13. Closed Session - As Required
14. Adjournment

Adopted: Board of Education
 Common School District No. 109
 Date: October 9, 1979

Revised: Board of Education
 Indian Springs School District No. 109
 Date: September 22, 1992

Bylaws of the ward of Education

Distribution of Agendas to Schools

It shall be the responsibility of the Superintendent and/or --his designee to insure that the format of the agenda is posted at each school and sent to PTA/PTC Presidents on the morning of the day prior to each evening meeting of the Board of Education.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Official Minutes of Meetings

It shall be the responsibility of the Secretary of the Board of Education to keep, or cause to be kept, complete records of meetings of the Board. These minutes shall include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions in full; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
3. A record of the disposition of all matters on which the Board considered, but did not take action.

The minutes of Board meetings should be as brief as possible but records all action taken by the Board of Education. It shall be the responsibility of the Superintendent to review the rough draft of the minutes to ascertain that all necessary items have been included and that the draft is concise and fair. The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business shall be numbered for easy reference. Copies of the minutes shall be made available to all Board members before the meeting at which the minutes are to be approved.

After adoption, the minutes shall be carefully stored in bound volumes as official records of the Board of Education. As official records of the Board, the minutes should reflect the dignity and professionalism of the Board. The official minutes shall be kept in the Office of the Superintendent and made available to interested citizens upon request.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of EducationDistribution of Official Minutes

It shall be the responsibility of the Superintendent and/or his designee to insure that official minutes of the Board of Education are distributed in the following manner:

1. All members of the Board of Education
2. One copy to each school in the School District
3. One copy to the Pupil Personnel Services Department
4. All PTA/PTC Presidents
5. Villages, public libraries
6. School attorney
7. Teachers Union President
8. Paraprofessional Union President

It shall be the responsibility of the Superintendent to insure those minutes is available in his office for citizens who are interested in reading them.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: September 22, 1992

Bylaws of the Board of EducationReporting Actions of the Board of Education

Members of the Board of Education desire to keep members of the professional and classified staff as well as the public fully informed concerning its actions. It shall be the responsibility of the Superintendent to establish and to maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all meetings of the Board of Education. It shall be the responsibility of the Superintendent to insure that press releases as well as brief summaries of the actions of the Board of Education at Board meetings are prepared for distribution and sent to members of the staff and parents.

Adopted: Board of Education
Common School District No. 109
Date: October 9, 1979

Bylaws of the Board of Education

Attendance of News Media at Meetings of the Board of Education

Members of the Board of Education believe that one of the paramount responsibilities of the Board of Education is to keep the public informed of its deliberations, policies, actions and concerns. Therefore, members of the Board of Education encourage the attendance of news media representatives at all meetings with the exception of executive sessions. It shall be the responsibility of the Superintendent to insure that special considerations are provided members of the news media in the following manner.

1. A copy of the agenda format shall be sent in advance to members of the news media. All reports approved by the Board of Education shall be considered matters of official record and made available to the news media. However, reports-in-progress on which the Board has taken no final action shall be released only upon the authority of the Board of Education.
2. A news media table shall be established near the Board table to enable reporters to follow discussion without difficulty.
3. In order that the Board of Education may transact its business with dispatch, questions from the media will not be accepted until the news media is recognized on the agenda.
4. When individual members of the Board of Education receive requests from news media representatives for information, members will refer the requests to the President of the Board, who shall be the spokesperson for the Board except as he or she specifically delegates this responsibility to others.

If representatives of the news media are unable to attend a Board meeting, it shall be the responsibility of the Superintendent to provide them, upon their request, with a summary of the important actions of the Board of Education.

Adopted: Board of Education
Common School District No. 10
Date: October 9, 1979