

## **Board of Education Order of Business**

The Board of Education follows a planned order of business or agenda in handling the number of matters coming before it for attention. Board members receive background information on issues a week in advance so that they are prepared on those issues for the meeting.

Typically, the agenda is comprised of seven components:

I. Regular Board Items include the “call to order” and roll call of members. During this time guest are acknowledged and allowed limited time (usually 15 minutes) to present to the Board.

II. Consent Agenda Items include the approval of minutes of meetings, acceptance of financial reports, and approval of bills and Imprest fund transactions.

III. Actions Items contain any item that requires board action such as employment or resignations of personnel, establishing the budget, accepting the Master Contract, approval of Board Policies, and disciplinary action for students.

IV. Informational Items contain reports from the administrative team, committees of the board, and the Treasurer. The Board does not adopt new policies or change existing policies the first time they are presented under Informational items. During the second reading, these items are moved to action items for the Board to adopt. This delay allows time for thorough study by the Board and allows for input from you, the citizen.

V. Executive Session, or closed meetings, are allowed for specific reason only, including but limited to the discussion of personnel matters, negotiations, student disciplinary cases, and litigation. Any motions subject to these matters must be made in open session.

VI. Next Meeting Date is established and posted.

VIII. Adjournment closes the meeting.

The proceedings of the Board shall be governed by the requirements of the laws of the State of Illinois and guided by Robert’s Rules of Order for parliamentary procedure.