



**Section:** BOARD PROCEDURES  
**Title:** MEETINGS  
**Adopted:** September 17, 1996  
**Revised:** May 15, 2007

<b>006. MEETINGS</b>	
<p>The Joint Operating Committee shall meet on the third (3<sup>rd</sup>) Tuesday of each month except during the month of July, at 6:30 p.m. in the board room, unless changed by the committee at the annual organization meeting.</p> <p><b>Section 1. <u>Parliamentary Authority</u></b>                      Robert’s Rules of Order, Newly Revised, <b><u>including small group rules</u></b>, shall govern the committee in its deliberations in all cases in which it is not inconsistent with statute, rules of the State Board, or these procedures.</p> <p><b>Section 2. <u>Quorum</u></b>                      No business shall be transacted at a meeting without a quorum, but the directors at such a meeting may adjourn to another time.</p> <p><b>Section 3. <u>Presiding Officer</u></b>                      The President shall preside at all meetings of the Joint Operating Committee. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; (if) neither person is present, a school director shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p> <p><b>Section 4. <u>Notice</u></b>                      Notice of all public meetings of the Joint Operating Committee, <b><u>including committee meetings and discussion sessions</u></b>, shall be given by the publication of the date, place, and time of such meetings in the newspaper of general circulation and the posting of such notices at the CTC offices.</p> <p>a. Notice of regular meetings shall be given by the publication and posting of a schedule showing the date, place, and time of all regular meetings for the fiscal year at least three days prior to the time of the first regular meeting.</p> <p>b. Notice of all special meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear present danger to life or property.</p> <p>c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least 24 hours prior to the time of the meeting.</p>	<p>§ 3603 (f)</p> <p>§ 422</p> <p>§ 426, 428, 405</p> <p>§ 3603 (e) (2)</p> <p>§ 3603 (e) (2)</p> <p>§3603(e) (5)</p>

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	<p><b>d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notices to interested parties.</b></p> <p>e. Notice of all public meetings shall be given to the newspaper circulating in the attendance area or a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and who provides a stamped, addressed envelop for such notification. Notice of all regular and special meetings of the Joint Operating Committee shall be given to members by mail or telephone not later than 24 hours prior to the time of the meeting.</p> <p><b><i>Section 5. Regular Meetings</i></b></p> <p>Regular meetings are scheduled for the third (3<sup>rd</sup>) Tuesday of each month, except during July, at 6:30 p.m. in the board room, unless changed by the committee at the annual organization meeting or other meeting.</p> <p>a. It shall be the responsibility of the Director of Vocational Education to prepare an agenda of the items of business to come before the committee at each regular meeting. The agenda together with all such reports as can be completed shall be provided each member at least two (2) days before the meeting. The Director will review the agenda with the Superintendent of Record prior to the Joint Operating Committee meeting. (Professional Advisory Committee meeting scheduled prior to the JOC meeting.)</p> <p>Any item which is to receive consideration at a JOC meeting should be given in writing to the Administrative Director at least seven (7) days prior to the scheduled meeting during which action is to be taken.</p> <p>Items not appearing on the written agenda may be added to the agenda at the discretion of the president.</p> <p>Unless changed by a majority vote, the order of business at each regular meeting of the Joint Operating Committee, other than the annual organization meeting, shall be as follows:</p> <ol style="list-style-type: none"> <li>I. Call to Order</li> <li>II. Salute to the Flag</li> <li>III. Roll Call</li> <li>IV. Public Comment</li> <li>V. Minutes of Previous Meeting</li> <li>VI. Director's Report</li> <li>VII. Communications</li> <li>VIII. Financial Report</li> <li>IX. Approval of Bills</li> <li>X. Personnel Matters</li> <li>XI. Curriculum and Instruction</li> <li>XII. Finance</li> <li>XIII. Adjournment</li> </ol>	<p>§ 3603 (e) (6)</p> <p>§ 423</p> <p>§3603, 421</p>

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Any Person or group wishing to address the Joint Operating Committee shall file with the Director, at least seven days prior to a meeting, a written request, to be placed on the agenda. This request shall contain the following information:

Name and address of the person making the request.

Organization, if any, or group, if any, represented.

Content of the information to be presented. If written material is to be passed out, a copy of such must accompany the request.

Specific questions to be asked or specific action desired of the board.

If any information is to be presented that is in the form of statements or charges that might be considered derogatory, or of another serious nature, such must be presented in writing, specifically stating the charges and made in affidavit form.

All presentations will be limited to five (5) minutes.

Visitors will be made to feel welcome and reasonable arrangements will be made for their comfort. It is always assumed that there will be visitors and seating for visitors will be provided.

A copy of the agenda will be provided each visitor until the supply of extra copies is depleted.

The Joint Operating Committee President or presiding officer will ascertain, prior to the opening of the meeting, whether any visitor who has not previously made a request to speak on an item on the agenda wishes to bring anything to the attention of the committee. Under most circumstances, the committee will permit a brief statement by any citizen requesting to be heard. However, the presiding officer will limit the time permitted to four minutes and direct that they speak only when formally recognized and only when the item is being considered as it appears on a planned agenda.

No comments or questions shall be permitted from the floor.

Recording devices (sound) may be used by the public to record all proceedings at which the public is in attendance. Any individual using such recording device should notify the president of his or her intention to use same. Recording devices will be kept in the possession of the person recording and may in no way interfere in the conducting of the meeting. Lights used for cameras, video cameras or television cameras are not permitted. Any person using a visual recording device will be limited to keeping this equipment within the confines of the area of the room designated for the public.

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**Section 6. Executive Session**

The board may hold an executive session, which is not an open meeting, before, during, or at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

The committee may discuss the following matters in executive session:

- Employment issues
- Labor relations
- The purchase or lease of real estate
- Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints which may lead to litigation
- Matters which must be conducted in private to protect a lawful privilege or confidentiality

Official actions based on discussions held in executive session shall be taken at a public meeting.

**Section 7. Discussion Session**

The Joint Operating Committee may meet as a committee of the whole **in an open meeting** to discuss issues to be acted upon at a subsequent, regular or special meeting of the Joint Operating Committee, except that no official action may be taken **at the discussion meeting. Public notice of such meetings shall be made.**

**Section 8. Committee Meetings**

Committee meetings may be called at anytime by the committee president **with proper public notice. A majority of the total membership of a committee shall constitute a quorum.** (Unless held as an executive session, committee meetings shall be open to the public), and other Joint Operating Committee members. Joint Operating Committee members who are not committee members but who attend committee meetings may not vote on committee matters.

**Section 9. Special Meetings**

Special meetings shall be public and may be called for special or general purposes.

The President may call a special meeting at any time and shall call a special meeting upon the presentation of requests in writing, of three members. Upon the president's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the members.

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The order of business shall be as follows unless altered by the president or a majority of those present and voting:

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- Call to order
- Roll call

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	<ul style="list-style-type: none"> <li>• Reading of notice of meeting</li> <li>• Transaction of business for which meeting was called</li> <li>• Adjournment</li> </ul> <p><b>Section 10. <u>Voting</u></b> All motions shall require for adoption a majority vote of those committee members present and voting except as provided by statute or these procedures.</p> <p>a. The following action requires the unanimous consent of all the remaining members of the committee:</p> <ol style="list-style-type: none"> <li>1. Appoint as attorney or solicitor of the committee a committee member who has served for two consecutive terms of six years each after resigning his office.</li> </ol> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of committee members.</p> <ol style="list-style-type: none"> <li>1. Transfer of budget funds;</li> <li>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another;</li> <li>3. Incur a temporary debt or borrow money upon an obligation;</li> <li>4. Incur a temporary debt to meet an emergency or catastrophe;</li> <li>5. Elect to a teaching position a person who has served as a committee member and who has resigned;</li> <li>6. Adopt or change textbooks without the recommendation of the Director of Vocational Education, and</li> <li>7. Dismiss after hearing of a tenured professional employee.</li> </ol> <p>c. The following actions require the recorded affirmative votes of a majority of the full number of school directors:</p> <ol style="list-style-type: none"> <li>1. Fixing length of school term;</li> <li>2. Adopting textbooks recommended by the Director of Vocational Education;</li> <li>3. Appointing the Director of Vocational Education, assistant directors, principals and teachers;</li> <li>4. Purchasing, selling or condemning land;</li> <li>5. Locating new buildings or changing the location of old ones;</li> </ol>	<p>§ 324</p> <p>§ 609</p> <p>§ 665</p> <p>§ 634</p> <p>§665, 687</p> <p>§ 324</p> <p>§ 803</p> <p>§ 1129</p> <p>§ 1071, 1076 1080, 1111</p>

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	<p>6. Adopting planned instruction;</p> <p>7. Establishing additional schools or departments;</p> <p>8. Designating depositories for school funds;</p> <p>9. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies, where the amount involved exceeds legal limits.</p> <p>10. Fixing salaries or compensation of officers, teachers, or other appointees of the Joint Operating Committee;</p> <p>11. Dismissal, after hearing, of a nontenured employee;</p> <p>12. Adoption of a corporate seal for the school;</p> <p>13. Vacating and abandoning property to which the committee has title;</p> <p>14. Determining the holidays, other than those provided by statute, which shall be observed by special exercises and those on which the schools shall be closed during the whole part of the day;</p> <p>15. Removal of a Joint Operating Committee member;</p> <p>16. Declaration that a vacancy exists on the committee by reason of the failure or neglect of a committee member to qualify;</p> <p>17. Removal of an officer of the Joint Operating Committee;</p> <p>18. Removal of an appointee of the Joint Operating Committee;</p> <p>19. Adopt or repeal a policy or procedure of the Joint Operating Committee.</p> <p><b><i>Section 11. Minutes</i></b>  An accurate record of the proceedings of each meeting shall be kept by the secretary. This record shall be written in the form of legal minutes and distributed to the members and be made available to interested citizens following each regular and special meeting.</p> <p>The minutes may be approved and adopted; or corrected by addendum, and approved and adopted as corrected. Following the approval of the minutes, they shall be signed by the secretary and entered in the book of minutes in chronological order. After approval, copies of the minutes shall be mailed to Joint Operating Committee members.</p> <p>The minutes shall include at least the following information:</p>	<p>§ 621</p> <p>§ 1075, 1077</p> <p>§ 212</p> <p>§ 708</p> <p>§ 1503</p> <p>P.G. 004</p> <p>P.G. 004</p> <p>P.G. 005</p> <p>P.G. 005</p> <p>§ 408, 578, 3601</p>

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	<p>Date, time and place of meeting  Type of meeting (regular or special)  Persons present:      Committee members, by name      School staff, by name      Others who address the committee, by name      An approximate number count of others who do          Not address the committee</p> <p>An accurate statement of each motion with the names of its maker and seconder, and a tally by name of committee members who voted for and against. (A unanimous vote may be so stated, with the understanding that all members present and voting were indeed listed above.</p> <p>Correspondence to the committee.</p> <p>Recommendations of the administration or director as the policies, appointments, programs, expenditures and personnel actions.</p> <p>A list of expenditures authorized by the committee.</p> <p>Such other items as may be required by law or by the prudential judgment of the committee.</p> <p>The accounts and records of proceedings of the committee and of their officers shall be open to the inspection of any taxpayer thereof, his, her, or its agents or representative, upon request therefore, in writing, to the committee at a regular meeting. Further legal provisions are contained in Section 3601 of the School Code.</p> <p>The Joint Operating Committee shall retain as a permanent record, the minute book, each annual auditor's report, and each annual financial report. All other financial records of the school, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the school for a period of not less than six years.</p> <p>The official minute book of the Joint Operating Committee shall be bound year by year and maintained with other official records.</p> <p><b>Section 12.     <u>Adjournment</u></b>  The Joint Operating Committee may at any time recess or adjourn to a specified date and place upon the majority of those present and voting. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in the policy Section 4d.</p>	<p>§ 4C</p>