

GUIDELINES FOR THE LSC & LSC COMMITTEES (based on the Open Meetings Act)

- 1. Calling a meeting:** The council/committee should develop and publicize a regular meeting schedule. For each meeting, the Chair should gather input from other members of the group, create an agenda, and post it at the school and online at least 48 hours before the meeting. At the first meeting, the group should elect a chair and secretary, develop a statement describing the scope of their work (committees only), and establish a meeting schedule. All meetings should be open to the public, meaning anyone can come but only members can vote.
- 2. Agendas:** The agenda should spell out exactly what the group wishes to discuss and vote upon. New items can be added to the agenda at the meeting with a vote, but they may only be discussed, not voted on. The members should approve the agenda at the start of the meeting.
- 3. Voting:** All votes must be public – no secret ballots or proxies. There must be a quorum of the group's membership present to vote. A quorum is a majority of the members (i.e. 6 out of 11, 4 out of 7).
- 4. Minutes:** The secretary should take minutes that include the date, time and place of the meeting, who was there, what was voted upon, and how each member voted. At the next meeting, the minutes should be reviewed for accuracy and approved. The secretary should keep a record of all the approved minutes.
- 5. Communications:** All members should provide their phone numbers and/or email addresses to the Chair of the council/committee so they can be contacted about agenda-making, scheduling, etc. Council/committee business may not be conducted via email, though information sharing is OK. If three or more council/committee members gather for any reason, they may not discuss council/committee business.
- 6. Membership:** LSC members are elected to a 2-year term. Committee members may join at the beginning of the year by sending a note to the LSC and getting voted in. New members may be added throughout the year by a vote of the current committee membership, and may not vote until the next meeting.

BEST PRACTICES FOR LSC & LSC COMMITTEE PARTNERSHIP

LSC COMMITMENTS

- Consider all proposals presented by LSC committees in a timely and respectful manner.
- Incorporate committees into LSC agendas when requested by the committee, preferably early in the agenda.
- Submit a written report back to the committee with results and explanation of the council's vote on the committee's proposal.

COMMITTEE COMMITMENTS

- Submit proposals to the council in a timely manner, preferably 7 days before the next LSC meeting.
- Submit proposals and recommendations to the LSC in writing, with whatever documentation is necessary to support them.
- Provide a report to the LSC, in person or in writing, when requested by the council at least 7 days in advance.

For questions about the OMA, contact the Office of Local School Council Relations (773.553.1400) or the CPS Law Department (773.553.1400) or view the complete OMA at: http://www.illinoisattorneygeneral.gov/government/open_meetings.html

Submitted by Sabrina Craig and Mike Hannan, 9/18/08