

All meetings of the Board of Trustees and/or any subsidiary public body (if any) shall be open to the public unless excepted under the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, (the “Act”). Exceptions contained in the Act are in derogation of the requirement that public bodies meet in the open and, therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The Act’s exceptions authorize, but do not require, the holding of a closed meeting to discuss a subject included within an enumerated exception.

The Board of Trustees may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in the Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Only topics specified in the vote to close may be considered during the closed meeting. At any open meeting of the Board of Trustees for which proper notice under this Act has been given, the Board of Trustees may, without additional notice, hold a closed meeting in accordance with the Act.

No final action may be taken at a closed meeting. Final action shall be taken only in accordance with the Act and when preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

Written minutes of all meetings, whether open or closed, shall be maintained and shall include (but need not be limited to):

1. The date, time, and place of the meeting;
2. The members of the Board of Trustees recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and
3. A summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes take.

In accordance with the Act and Policy 2012.1, the Board of Trustees shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session, as to:

1. Whether the need for confidentiality still exists as to all or part of those minutes; or
2. Whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Minutes of closed meetings shall be available to the public only if and when the Board of Trustees determines that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

Adopted:

Amended: October 18, 2016; December 3, 2019