

Any Board or Board committee meeting or a portion thereof may be closed to the public in accordance with the provisions of the Open Meetings Act, 5 ILCS 120/7. At the beginning of each closed session, those present must identify themselves by name for the recording of the closed session proceedings. The Board Secretary or committee secretary shall announce the start and end times of the closed session for the recording and note same in the closed session minutes. The Board Secretary shall take and maintain all closed session minutes and verbatim recordings, and the Secretary may not delegate this duty to any other person, except to another Board Officer or Trustee in the event of the Secretary's absence. Committee secretaries must promptly deliver to the Board Secretary minutes and recordings of closed sessions of committee meetings.

Adopted:

Amended: October 18, 2016; December 3, 2019, January 16, 2024