

April 26, 2023

**ADOPT NEW SECTION 1-11 IN CHAPTER I OF THE BOARD RULES CONCERNING ORGANIZATION OF THE BOARD, RESCIND SECTIONS 2-5, 2-6, AND 5-4 AND ADOPT NEW SECTIONS 2-5, 2-6, AND 5-4, AND ADOPT NEW SECTIONS 2-17 THROUGH 2-21 IN CHAPTER II OF THE BOARD RULES CONCERNING CONDUCT OF THE BUSINESS OF THE BOARD OF EDUCATION AND CHAPTER V OF THE BOARD RULES CONCERNING FINANCIAL RULES**

**THE BOARD OF EDUCATION RECOMMENDS:**

That the Board adopt new Section 1-11 in Chapter I of the Board Rules Concerning Organization of the Board, rescind Sections 2-5, 2-6, and 5-4 and adopt new Sections 2-5, 2-6, and 5-4, and adopt new Sections 2-17 through 2-21 in Chapter II of the Board Rules Concerning Conduct of Business of the Board of Education and Chapter V of the Board Rules Concerning Financial Rules. Upon adoption of the attached modified Rules, any references to the prior Board Rule in Board rules, policies, guidelines or procedures shall be deemed to constitute reference to the new Board Rule text as described in the disposition table below.

<b>Current Section Title</b>	<b>New Section Title</b>	<b>Description of Revision/Disposition</b>
None	<u>1-11 Standing Board Committees</u>	<p>Adopt new Sec. 1-11</p> <p>Outlines the Agenda Review Committee that will operate during the transition to the 21-member Board.</p> <p>Outlines the standing committees that will exist thereafter and items that would fall under each of those committees.</p> <p>Outlines additional aspects of both, including: committee membership and leadership, and the public nature of committee meetings.</p>
2-5 Rules of Order	N/A	<p>Rescind current and adopt new Sec. 2-5</p> <p>Adds a section detailing aspects to ensure the efficiency of the meetings.</p> <p>Outlines the thresholds required for various items requiring a Board vote.</p> <p>Highlights key actions that Board Members can take during Board Meetings (in alignment with Robert's Rules of Order).</p>
2-6 Adoption, Amendment, Repeal or Suspension of Rules and Policies	2-6 Adoption, Amendment, <u>Rescission</u> , or Suspension of Rules and Policies	<p>Rescind current and adopt new Sec. 2-6</p> <p>Adds a section which will require Board approval at a Board Meeting before a policy goes out for public comment.</p> <p>Adds a section requiring General Counsel to develop detailed guidelines for Rule and Policy development and adoption process.</p> <p>Adds section requiring biennial readoption of all Rules and Policies by the Board, but provides exemptions for non-material amendments.</p>

<b>Current Section Title</b>	<b>New Section Title</b>	<b>Description of Revision/Disposition</b>
2-7 Annual Adoption of Rules	2-6 Adoption, Amendment, Rescission, or Suspension of Rules and Policies	Consolidated in new Sec. 2-6.
2-8 Withdrawing Reports and Laying Over Reports	2-5 Rules of Order	Consolidated in new Sec. 2-5.
2-9 Vote Required - Recording of Vote	2-5 Rules of Order	Consolidated in new Sec. 2-5.
2-10 Reconsideration	2-5 Rules of Order	Consolidated in new Sec. 2-5.
2-14 Line Item Veto	2-5 Rules of Order	Consolidated in new Sec. 2-5.
None	<u>2-17 Agenda for Board Meetings</u>	Adopt new Sec. 2-17  Outlines the process through which items are added to the Board Meeting agenda by select District leadership.  Outlines the process through which items requested by Board Members can be added to the agenda.
None	<u>2-18 Board Member Training, Development, and Continuous Improvement</u>	Adopt new Sec. 2-18  Includes a list of the wide range of knowledge that Board Members need in order to properly fulfill their roles.  Outlines the requirement for the Board President to develop guidelines for how the Board will engage in annual self-evaluation and goal setting.
None	<u>2-19 Board Member Expectations and Conduct</u>	Adopt new Sec. 2-19  Establishes Oath of Office for new board members, a standard school board practice.  Outlines the process by which the swearing of the Oath should occur.  Outlines the development of the Board Operating Procedures Manual, and how the Manual will be used.
None	<u>2-20 Board Member Removal from Office</u>	Adopt new Sec. 2-20  Outlines the process for removal of elected and appointed Board Members.  Outlines the criteria that dictate when a Board Member removal or recommendation for removal can occur.

Current Section Title	New Section Title	Description of Revision/Disposition
None	<u>2-21 Legislative Agenda</u>	<p>Adopt new Sec. 2-21</p> <p>Outlines the CEO’s responsibilities in developing a legislative agenda, including a process and timeline.</p> <p>Outlines the Board’s responsibilities, including approving the legislative agenda and helping to socialize the legislative agenda with the public.</p> <p>Includes the power of the Board President or two-thirds of the Board to censure Board Members who are not compliant with this Board Rule.</p>
5-4 Report on Condition of Finance	<u>5-4 Financial Oversight and Transparency</u>	<p>Rescind current and adopt new Sec. 5-4</p> <p>Outlines the reporting requirements the CEO must submit to the Board on a quarterly basis for the current year.</p> <p>Outlines the forecasts the CEO must submit to the Board on an annual basis for both the upcoming year and for the upcoming five years.</p>

**Approved:**

DocuSigned by:  
  
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**Miguel del Valle**  
**President**

**CHAPTER I: ORGANIZATION OF THE BOARD OF EDUCATION****[Adopt New Board Rule 1-11. Standing Board Committees]****Sec. 1-11. Standing Board Committees.**

- a) *Generally.* The Board may establish Standing Committees as it deems appropriate to fulfill its responsibilities under the law and to make informed decisions regarding issues pertaining to the school district. This Rule sets forth the requirements to be followed in the establishment, membership selection, and operations of the Board's Standing Committees.
- b) *Purpose.* Standing Committees are created for an indefinite term. While its members will fluctuate, the core function of these Standing Committees is to provide the opportunity for Board Members to form, review, analyze, and deliberate on recommendations prior to consideration by the full Board. Committee Meetings also provide additional opportunities for the community to learn about business coming before the Board and for the Board to hear from community members about those items during the public participation segment of the Meeting.
- c) *Establishment of Agenda Review Committee.* Effective May 2023 through December 2024, the Board shall establish the Agenda Review Committee to review all agenda items requiring Board approval at the monthly Regular Board Meeting. The Agenda Review Committee shall be consistent with the following:
- i) Occur at least seven (7) calendar days prior to the Regular Board Meeting.
  - ii) All agenda items that require Board approval at the Regular Board Meeting for that month shall be presented to the Board at the Agenda Review Committee, unless the Board President has determined, in their discretion, that an item is either time-sensitive or otherwise involves an emergency, pursuant to Rule 2-17.
  - iii) The Chair is authorized to invite presenters to appear before the Committee for the purpose of obtaining relevant information.
  - iv) Include proper notice, agenda, minutes, proceedings, public participation, and all other requirements to comply with the Open Meetings Act.
  - v) Quorum shall be a majority of the full membership of the Board.
  - vi) Membership shall be a Committee of the Whole.
  - vii) Any Board Member may participate by video or audio conference if they are prevented from physically attending because of: (i) personal illness or disability; (ii) personal employment purposes; (iii) business obligations of the Board; (iv) a family or other emergency; or (v) such other reasons authorized under Section 7 of the Open Meetings Act (5/ILCS 120/7). A quorum of the Committee Membership must be present for a Board Member to participate by video or audio conference due to (i)-(v) in this section.
  - viii) Chaired by the Board President, Board Vice President in the absence or disability of the Board President, or other Board Member designated by the Board President.
  - ix) The Agenda Review Committee shall expire following the Regular Board Meeting of December 2024.
- d) *Agenda Review Standing Committees.* Effective January 2025 and each year thereafter, the Board shall establish Committees consistent with the following:

- i) Establishment of Agenda Review Standing Committees. Three (3) standing committees shall be established to review all agenda items to be considered by the full Board. The Agenda Review Standing Committees shall be:
  - 1) Student Success Committee, which shall review education and programmatic business items related to the success of students.
  - 2) Operations Committee, which shall review capital, facilities, and other operational business items.
  - 3) Finance and Audit Committee, which shall review budget, audit, and other financial business items.
- ii) Committee Creation or Elimination. The Board President, with the approval or at the direction of a majority of the Board, may create or eliminate any Standing Committee in this Rule.
- iii) Committee Membership. Committee Membership shall be consistent with the following:
  - 1) Each Standing Committee shall have seven (7) Members.
  - 2) All Board Members are expected to serve on at least one (1) Standing Committee, but no more than two (2).
  - 3) The Board President shall appoint each Board Member to a Committee within thirty (30) days of the start of that Board Member's service. Board Members shall make their preferences known to the Board President prior to that time.
  - 4) The Board President shall also appoint an alternate Board Member for each Committee to act in the place of a Board Member who is unable to attend any given meeting.
  - 5) The term for Committee service shall be one (1) year. However, Board Members may be re-appointed to the same Committee(s) every year.
  - 6) The student Honorary School Board Member is able to join any Committee as a non-voting Member.
- iv) Rules of Order; Quorum.
  - 1) Quorum for all Committees shall be considered a majority of the membership appointed to the Committee.
  - 2) All Committee Meetings shall be conducted in accordance with the Open Meeting Act.
  - 3) Committees shall be governed by Board Rule 2-5, the latest edition of Robert's Rules of Order, and all other applicable Rules.
- v) Committee Leadership. The Committee Leadership shall be consistent with the following:
  - 1) Each Committee shall have a Chair and a Vice Chair.
  - 2) The Chair and Vice Chair shall be elected by the Members of the Committee annually at the Regular Board Meeting in January.
  - 3) The term for the Chair and Vice Chair positions shall be one (1) year. However, the Chair and Vice Chair may be re-elected for the same positions every year.
  - 4) The Chair shall be responsible for working with the Board staff appointed to the Committee to ensure that agendas are developed and minutes and/or reports are produced in a timely manner. The Chair shall also function as the meeting facilitator. The Chair is authorized to invite presenters to appear before the Committee for the purpose of obtaining relevant information.
  - 5) In the event that the Chair of the Committee is unavailable for a scheduled Committee Meeting, the Vice Chair shall serve as the chair for the given Meeting. If the Vice Chair is unavailable for a scheduled Committee Meeting, the Board

- President shall designate a Committee Member to preside over the Committee Meeting, provided a quorum of the Committee has been established.
- vi) Committee Member Participation Requirements. The Committee Member participation requirements shall be:
    - 1) Every Committee Member is expected to attend all Committee Meetings and to be prepared for the fullest discussion of issues before the Committee.
    - 2) A Committee Member may participate by video or audio conference if they are prevented from physically attending because of: (i) personal illness or disability; (ii) personal employment purposes; (iii) business obligations of the Board; (iv) a family or other emergency; or (v) such other reasons authorized under Section 7 of the Open Meetings Act (5/ILCS 120/7). A quorum of the Committee Membership must be present for a Board Member to participate by video or audio conference due to (i)-(v) in this section.
  - vii) Membership Changes.
    - 1) The Board President shall be responsible for appointing a Member who is new to the Board to a Committee as soon as is practicable.
    - 2) The Board President shall be responsible for appointing a Board Member to fill a vacancy as soon as is practicable.
    - 3) If the Chair or Vice Chair positions are vacated mid-term, the Committee Members shall elect a Chair or Vice Chair at the first Committee Meeting following the vacancy of the Chair or Vice Chair.
    - 4) Board Members interested in filling a vacancy shall make their interest known to the Board President when the vacancy has occurred.
    - 5) The subsequent appointment shall be designated to finish the vacated term.
  - viii) Staffing.
    - 1) The Board Office shall designate at least one (1) staff member to each Committee who shall be responsible for: notification of meetings, preparation of agendas, documentation of meetings, and development of reports and data for use of the Committee.
    - 2) The staff shall also ensure that the proceedings and recordings of Committee Meetings are made available to the public via the Board of Education website.
  - ix) Scheduling. The scheduling of the Committee Meetings shall be consistent with the following:
    - 1) The Board shall adopt an Annual Calendar of Committee Meetings.
    - 2) A minimum of two (2) Committee Meetings per year shall be held in the community at a school, community-based organization, or other site outside of the location of the regular Meetings as determined by the Board President.
    - 3) Committees Meetings shall be compliant with the Open Meetings Act.
  - x) Agendas and Proceedings.
    - 1) All agenda items for the Regular Board Meeting requiring Board action must first be directed to a Standing Committee for review. The Board President shall determine which Committee an agenda item should be referred to when it is not clear.
    - 2) A copy of the agenda shall be posted prior to the scheduled Meeting in accordance with the Open Meetings Act.
    - 3) The record of the proceedings of Committee Meetings shall include a record of the following (1) the date, time and place of the meeting, (2) the Members who were present, absent and whether 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 any votes taken. The Board may direct that the remarks of any Member made during a Meeting shall be included in the record of proceedings.

- xi) Committee Reports.
  - 1) The Board Office staff shall prepare a Committee Report for each Committee Meeting.
  - 2) Each Committee Report shall be compiled using a uniform format that consists of committee findings, recommendations, and any supporting information.
  - 3) The Committee Report shall be transmitted to the full Board prior to each scheduled Board meeting.
  - 4) The Committee Report shall be included in the public agenda for the Regular Board Meeting.
- xii) Public Participation. Committee Meeting Public Participation Guidelines shall be established by the Board President and consistent with the following:
  - 1) All regularly scheduled monthly Committee Meetings are open to the public, except for items to be discussed through a closed session in accordance with the Open Meeting Act.
  - 2) The public will have access to the Meeting via live stream at [cpsboe.org](http://cpsboe.org). These Meetings shall also be recorded, and recordings will be made available to the public.
- xiii) Participation by Non-Committee Board Members.
  - 1) Any Board Member is welcome to attend Committee Meetings of which they are not Members. However, they shall not be allowed to vote. Non-Committee Board Members may participate in the discussion at the discretion of the Committee Chair.
  - 2) Any Board Member is allowed to submit questions or concerns they have about items being discussed at Committee Meetings of which they are not members to the Committee Chair or their designee in accordance with established processes.
  - 3) All Board Members are encouraged to review the full agenda, minutes, and recordings of Committee Meetings prior to the Regular Board Meeting.
- xiv) Powers.
  - 1) Committees do not speak for or act for the Board.
  - 2) Committees may not exercise authority over the CEO or District staff. Any direction to the CEO or District staff related to a Committee recommendation shall come from the full Board.
- xv) Committee Responsibilities.
  - 1) Standing Committees are advisory in nature. They provide recommendations to the full Board on the agenda items for the Regular Board Meeting.
  - 2) For all agenda items to be considered by the full Board, the Committee shall forward it to the full Board as:
    - A) Recommended
    - B) Not Recommended
    - C) Recommended with Modification
    - D) No Recommendation

## CHAPTER II: CONDUCT OF THE BUSINESS OF THE BOARD OF EDUCATION

### [Rescind and Adopt New Board Rule 2-5. Rules of Order]

#### Sec. 2-5. Rules of Order.

- a) *Generally.* This Rule sets forth the rules that shall govern the conduct of business of the Board during Board Meetings.
- b) *Purpose.* Rules of order during a meeting are a critical component to ensuring that the business is conducted in a civil, productive, and timely manner. This Rule establishes clear and transparent rules for how the Board shall govern Board Meetings.
- c) *Rules for Efficiency of Board Meetings.*
  - i) **Early Adjournment:** Board Meetings may adjourn if two-thirds of the Board Members present vote in favor of adjourning the meeting.
  - ii) **Board Member Speaking Time:** In the interest of providing equity of voice and opportunities for viewpoints of all Board Members to be heard, the Board President or Board Member acting as Chair of the meeting, shall recognize each Board Member to address the Board for a maximum of five (5) minutes per item before the Board Member is asked to relinquish the opportunity to speak. This Board Member shall not speak again on this item until the other Board Members have had an opportunity to be heard, if needed, and be limited to a maximum of three (3) additional minutes of speaking time on the item. The time provided for response to the Board Member's question(s) shall not apply to these speaking time limits. The Board Secretary shall oversee the timing of the discussions and inform the Chair when a Board Member's time has expired.
- d) *Motion to Vote Immediately (Call for the Question).* A motion to vote immediately (call for the question) is to prevent or stop all discussion on the motion before the Board. The motion requires a second and a two-thirds majority of full membership of the Board.
- e) *Order of Discussion.* Preference is given to first hear the maker and seconder of a motion before the Board and then Board Members are heard in the order that they have requested to speak. The manner by which Board Members request to speak shall be established by the Board President.
- f) *Division of the Question.* Any Board Member present can request that a motion composed of two (2) or more independent parts or ideas be divided to allow the parts to be considered and voted upon separately.
- g) *Motion to Recess.* The Chair may temporarily recess a meeting for a specified time, or when called to order, by the Chair of the meeting. The motion passes with a majority of the Board Members voting upon it.
- h) *Withdrawing and Laying Over Agenda Items.*
  - i) The CEO or Board Member who initiated an agenda item may withdraw the item without prejudice before it is deemed to belong to the Board. The agenda item shall be deemed to belong to the Board when the Order of the Meeting has been stated by the Chair. After the Order of the Meeting is stated, the agenda item can only be withdrawn with the consent of the majority of the Board Members present at the meeting.
  - ii) Any Board Member may make a motion to Lay Over any agenda item presented by the CEO or Board Member initiated agenda item. Laying Over an agenda item shall require a majority of the Board Members voting upon the motion and shall be laid over for one meeting; provided, however, that no matter shall be so laid over for more than three (3)

consecutive Board Meetings. The agenda item so deferred shall be published in the proceedings of the Board Meeting..

- i) Votes Required – Recording of Vote. The Board Secretary shall record the Ayes and Noes of the Board Members voting questions pending before the Board. The following establishes a non-exhaustive list for the minimum number of Ayes required for Board approval.
  - i) Actions requiring a majority of full membership:
    - 1) CEO appointment
    - 2) School site selection, textbooks, education apparatus and equipment
    - 3) Establishment of Departments
    - 4) General Counsel appointment and removal
    - 5) Appointment, Promotion, and Discharge of Assistant Attorneys
    - 6) Establishment of Board by-laws and Rules
    - 7) Use of special funds to purchase tax anticipation warrants
    - 8) Resale of tax anticipation warrants
    - 9) Election of Officers of the Board, such as the President and Vice President
  - ii) Actions requiring two-thirds majority of full membership:
    - 1) Establishment of Board Policies
    - 2) Readoption of Board Rules and Policies
    - 3) Repealing, amending, or adding to by-laws, Rules, Policies, and regulations
    - 4) Sale of Real Estate
    - 5) Leases over ten (10) years that the Board enters, renews, or amends
    - 6) Supplemental budget for which the Board increases taxable property
    - 7) Supplemental budget for emergencies
    - 8) Transfers between appropriations
  - iii) Actions requiring three-fourths majority of full membership:
    - 1) Emergency expenditures
    - 2) Increase ceiling of commission paid to licensed real estate broker
  - iv) Actions in this section (i) shall not supersede the minimum number of Ayes needed to pass pursuant to other Rules, federal and state law or regulations, or City of Chicago ordinances.
- j) *Motion to Reconsider.*
  - i) Reconsideration: A motion to reconsider an action taken by the Board can be approved by a majority of the full membership of the Board. The motion can only be made on the day the vote to be reconsidered was taken or, provided the motion to reconsider is included in the Order of Business, at the next Regular Meeting or at any Special Meeting held in the interval. The motion to reconsider must be made by a Board Member who did not vote with the non-prevailing side in the original vote and whose reconsidered vote could change the original outcome. In the case of a tie vote, any Board Member may initiate a motion to reconsider. Any Member can second the motion.
- k) *Motion to Rescind.* A motion to rescind prior action of the Board requires the same requisite votes needed to pass the prior action of the Board, such as majority or two-thirds majority of the Board. The motion to rescind shall be previously noticed to the entire Board. If the motion to rescind passes, the prior action is nullified.
- l) *Line Item Veto.* For any agenda item requesting authority for multiple actions/items/transactions, the Board shall have the right, at its discretion, to strike or decline approval for any one or more action/item/transaction identified on such agenda item without voiding the remainder of the agenda item. Any Board Member may make a motion to line item veto actions/items/transactions within the agenda item. Such motions must be seconded. The Board will proceed to vote on the

agenda item with the line item(s) stricken from the agenda item and shall prevail in accordance with the minimum Ayes needed to pass pursuant to section (i) or as otherwise provided by law or Board Rules.

- m) *Changing a Vote During a Meeting.* During a meeting, excluding any recesses that take the meeting to another day, a Board Member can request to change their vote on a previous item without requiring a motion to reconsider, as long as the change does not change the outcome of the original vote and as long as there is no objection from another Board Member. The request and the change must be duly noted in the minutes of the meeting.
- n) *Abstention from Voting.* Board Members shall abstain and state the basis for the abstention, as to any matter that comes before the Board in which the Board Member might have any economic interest as defined by the Code of Ethics (Policy 503.1) or other conflict of interest that renders the Board Member unable to cast a vote.
- o) *All other Rules of Order.* Unless otherwise specified in this Rule, the Board's conduct of business at Board Meetings shall be governed by the latest edition of Robert's Rules of Order.

**[Rescind Board Rule 2-6: Adoption, Amendment, Repeal or Suspension of Rules and Policies and Adopt New Board Rule 2-6: Adoption, Amendment, Rescission, or Suspension of Rules and Policies]**

**Sec. 2-6. Adoption, Amendment, Rescission, or Suspension of Rules and Policies.**

- a) *Generally.* This Rule lays out the processes through which Board Rules and Policies are initiated, developed, amended, rescinded, adopted or suspended.
- b) *Purpose.* Rules and Policies provide direction for how the Board and District should carry out its business. It is necessary, therefore, that policies are regularly reviewed and updated to ensure alignment with the District's goals and priorities, as well as with any related regulations or ordinances. This Rule provides the framework for carrying out this work.
- c) *Adoption, Amendment, Rescission or Suspension of Rules and Policies.* The Board of Education ("Board") enacts Rules and Policies<sup>1</sup> pursuant to 105 ILCS 5/34-19 and such actions have the force of ordinances. Rules and Policies of the Board of Education may only be amended, rescinded<sup>2</sup> or suspended at a Regular Meeting by a vote of two-thirds of the full membership of the Board. The adoption of Rules requires a majority, and the adoption of Policies two-thirds majority, of the full membership of the Board. Except as provided by subsections (d) and (f) below, adoption, amendment, rescission or suspension must be preceded by the following actions:
  - i) The proposed adoption or amendment of a Rule or Policy or motion for rescission of a Board Rule or Policy has been posted on the District's website for a period of thirty (30) calendar days ("Public Comment Period") with an invitation to the general public to provide public comment.
  - ii) The Board shall authorize the commencement of the Public Comment Period. The authorization shall occur at a Regular Meeting and be authorized by a simple majority of the Board.
  - iii) All public comment received during the Public Comment Period has been published to the general public on the District's website, provided however the comments that reveal confidential or private information or use expletives or defamatory, vulgar or threatening language may be redacted or omitted.
  - iv) All public comment received during the Public Comment Period has been provided to Board members at least ten (10) calendar days prior to final adoption of the proposed new or amended rule or motion to rescind or suspend.
- d) *Interim Rules or Policies and Interim Amendments to Rules and Policies.* The Board may adopt an interim Rule or Policy or amend a Rule or Policy on an interim basis prior to a Public Comment Period and/or before meeting any or all of the prerequisites outlined in paragraphs (c) (i) to (iv) as an interim Rule or Policy to meet legal requirements or other exigent circumstances provided that the interim Rule or Policy shall expire ninety (90) calendar days after adoption unless replaced by a final Rule or Policy.

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<sup>1</sup> The Board uses the term "Policy" interchangeably with, and it has the same meaning as the word "regulation[s]", as used in 105 ILCS 5/34-19.

<sup>2</sup> The Board uses the term "rescind" interchangeably with, and it has the same meaning as the word "repeal", as used in 105 ILCS 5/34-19.

- e) *Form of Rule or Policy Addition, Amendment, or Rescission.* Any and all additions, amendments or rescissions of these Rules and Policies shall specify the chapter and/or section thereof sought to be added, amended or rescinded.
- f) *Suspension of Rules and Policies.* Rules and Policies may be suspended at any Regular Meeting by a majority of the full membership then serving. Any suspension of a Rule or Policy shall be for a specified time period.
- g) *Biennial Readoption.* All Board Rules and Policies must be readopted biennially every other year. Readoption requires two-thirds majority of the full membership of the Board. The General Counsel shall establish guidelines to ensure all Board Rules and Policies are readopted biennially. Such guidelines shall also establish that Rules and Policies be adopted biennially through one of the following three scenarios:
- i) Required Changes, which shall be in accordance with (h) of this Rule.
  - ii) Non-Material Changes, which shall be in accordance with (i) of this Rule.
  - iii) No Changes, which shall be in accordance with (j) of this Rule.
- If the Board does not readopt a Rule or Policy on the timeline set forth in this Rule 2-6, that Rule or Policy shall remain in effect for an additional three (3) months, allowing the Board to consider its review and readoption at their next Regular Meeting.
- h) *Required Changes.* The General Counsel shall establish guidelines for the Rule and Policy amendment, development, and adoption process that are in accordance with this Rule and all other relevant Rules and Policies and other applicable regulations. Such guidelines must include:
- i) A process by which to engage with stakeholders most impacted by the Rule or Policy
  - ii) An equity assessment
  - iii) Comprehensive legal review
  - iv) A Whole Child review, an effort to support students to be healthy, safe, engaged, and academically challenged
- i) *Non-Material Changes.* The General Counsel shall establish guidelines for a waiver of the Public Comment Period for Non-Material Amendments to previously Board-approved Rules or Policies. Waivers can only be authorized for amendments to Rules and Policies and are subject to final adoption by at least two-thirds of the full membership of the Board at a Regular Meeting. Non-Material Amendments shall be limited to the following:
- i) Updates to headers and footers
  - ii) Changes to titles of staff and positions, departments, schools
  - iii) Changes or updates to the names of guidelines or websites referenced within the Rule or Policy
  - iv) Legal or cross references that have been changed since the Rule or Policy adoption
  - v) Changes to format
  - vi) Correcting grammatical, capitalization, punctuation errors, and typos
- j) *No Changes.* The General Counsel shall establish guidelines consistent with the following:
- i) When a Rule or Policy is reviewed biennially pursuant to guidelines referenced in Section (g) and a determination is made that no changes are needed, the Rule or Policy shall be added to the agenda at a Regular Meeting to be considered for readoption by the full Board. The Public Comment Period referenced in (c) (i) to (iv) and requirements set forth in

paragraph (h) of this Rule may be waived for Rules or Policies for which no changes are recommended.

- k) *Initiation Process for Rule or Policy Changes.* Reoption, amendment, rescission or suspension of Rules and Policies outside the Biennial Reoption as defined in section (g) shall be initiated through at least one Initiation Process as defined below:
  - i) If a Rule or Policy needs to be adopted, amended, rescinded, or suspended to be in compliance with federal and state law or regulations or City of Chicago Ordinance, or
  - ii) If the Board and/or District's goals and priorities change such that an adoption, amendment, rescission, or suspension of a Rule or Policy is necessary to achieve the goal or priority of the Board and/or District, or
  - iii) If a Rule or Policy needs to be adopted, amended, rescinded, or suspended to address an Internal Audit finding or Office of Inspector General recommendation.
  
- l) *Initiation Process for Adoption of New Rules and Policies.* The General Counsel shall establish guidelines for the Initiation Process for New Rules and Policies consistent with the following:
  - i) A process by which to engage with stakeholders most impacted by the rule or policy
  - ii) An equity assessment
  - iii) Comprehensive legal review
  - iv) A Whole Child review, an effort to support students to be healthy, safe, engaged, and academically challenged
  - v) All new Rules and Policies are subject to (c) (i) to (iv)
  - vi) If adopted by the Board, all provisions within this Rule shall apply thereafter.
  
- m) *Timeline for Implementation.*
  - i) Within three (3) years from the effective date of this Rule, all Board Rules and Policies must have undergone a review process as outlined in section (h), unless the policy was adopted or amended between September 26, 2019 and April 26, 2023.
  - ii) After this three (3) year period, when all Board Rules and Policies have been reviewed, the Biennial Reoption referenced in section (g) will take effect, as will section (i) and section (j).

**[Rescind Board Rule 2-7 Annual Adoption of Rules]**

**Sec. 2-7. Annual Adoption of Rules.**

This Rule shall be incorporated into the new Board Rule 2-6.

~~The Board of Education shall re-adopt these Board Rules, and any amendments, modifications, repealers, or suspension thereto, by a vote of two-thirds of the full membership of the Board at its first regular meeting after the start of each fiscal year or at such other times as the Board deems appropriate. If the Board fails to readopt these Board Rules as set forth in this Rule, the existing Rules shall continue in full force and effect.~~

**[Rescind Board Rule 2-8, 2-9, 2-10, and 2-14]**

**Sec. 2-8. Withdrawing Reports and Laying Over Reports.**

This Rule shall be incorporated into the new Board Rule 2-5.

~~a. Prior to a vote on any report presented to the Board, the Chief Executive Officer or any other Officer sponsoring the report may withdraw the report from the agenda.~~

~~b. Upon the request of any member, any report presented by any department head or any motion, resolution, order, or Rule presented by any member shall be laid over for one meeting; provided, however, that no matter shall be so laid over for more than three consecutive meetings. The report, motion, resolution, order or Rule so deferred shall be published in the proceedings of the Board of Education.~~

**Sec. 2-9. Vote Required - Recording of Vote.**

This Rule shall be incorporated into the new Board Rule 2-5.

~~Except as otherwise provided by law or in these Rules, all questions pending before the Board of Education shall be decided by a majority of the members voting upon them, a majority of the entire Board of Education voting. The Ayes and Noes shall be taken and entered of record by the Secretary.~~

**Sec. 2-10. Reconsideration.**

This Rule shall be incorporated into the new Board Rule 2-5.

~~No motion for a reconsideration of any vote shall be entertained unless such motion shall be made at the meeting at which the vote sought to be reconsidered was taken, or at the next regular meeting thereafter, by any member of the Board of Education who shall have voted with the prevailing side or shall have been absent when the vote was taken. Any member may second the motion.~~

~~Where the Ayes and Noes have not been called on a question, any member may make the motion to reconsider.~~

**Sec. 2-14. Line Item Veto.**

This Rule shall be incorporated into the new Board Rule 2-5.

~~For any Board Report requesting authority for multiple actions/items/transactions, the Board shall have the right, at its discretion, to strike or decline approval for any one or more action/item/transaction identified on such Board Report without voiding the remainder of the Board Report.~~

**[Adopt New Board Rule 2-17: Agenda for Board Meetings]**

**Sec. 2-17. Agenda for Board Meetings.**

- a) *Generally.* This Rule governs the process by which Board Meeting agendas are set.
- b) *Purpose.* To establish uniform standards for agenda-setting and create structure for agendas in order for the Board to make efficient and effective use of the time at Board Meetings.
- c) *Creating the Agenda.* The Board President shall establish the agenda for each Board Meeting.
  - i) The Board President shall use the following process to establish which items of business (resolutions and reports) to include on the agenda.
    - 1) The Board President shall include on the agenda all items of business that are proposed by:
      - i) the Chief Executive Officer;
      - ii) the Chief Education Officer;
      - iii) the Chief Financial Officer;
      - iv) the Chief Operating Officer;
      - v) the Chief Procurement Officer;
      - vi) the General Counsel;
      - vii) the President of the Board; or
      - viii) any Committee of the Board.
    - 2) At any time, the Board President may add any other item of business to the Agenda, if the Board President determines, in their discretion, that the item is either time-sensitive or otherwise involves an emergency.
    - 3) The Board President shall determine which items of business shall be considered in the Closed Session of the Board Meeting, according to applicable law.
  - ii) At each Board Meeting, the Board President may, in their discretion, limit board member participation on any item of business that the Board President has not included on the agenda.
  - iii) Any Board Member may propose an item of business (a resolution or report) for adoption by the Board. The process shall be consistent with the following requirements:
    - 1) The Board Member shall submit the item of business to the Board President in writing; and
    - 2) The Board Member shall submit the item of business to the Board President at least twenty-one (21) calendar days in advance of the Regular Board Meeting, to permit appropriate review and comment by the General Counsel, the Chief Executive Officer, and any other appropriate person; and
    - 3) The Board Member shall submit no more than one (1) item of business per Board Meeting; and
    - 4) The Board President will place the item of business on the agenda for initial consideration by the full Board; and

- 5) If a majority of the Board votes in favor of the business item, the business item shall be assigned to an appropriate committee by the Board President; and
- 6) Once the Board sends an item of business to a Committee, the Committee considers that item of business like any other matter before that Committee.
- 7) Any item of business approved for consideration at a future Board meeting shall be laid over for no more than three (3) consecutive meetings pursuant to Board Rule 2-5.

**[Adopt New Board Rule 2-18: Board Member Training, Development, and Continuous Improvement]**

**Sec. 2-18. Board Member Training, Development, and Continuous Improvement.**

- a) *Generally.* This Rule sets forth the practices and procedures for the mandatory training, ongoing professional development for Board Members, and continuous improvement for the entire Board.
- b) *Purpose.* In order for the Board to fulfill its responsibilities, individual Board Members must learn, understand, and practice effective governance principles. A critical step in achieving this goal is the establishment of a comprehensive new Board Member training and professional development program to help Board Members become effective and to promote a high-functioning team. The Board also desires to lead as a united team to the extent possible, while respecting individual Board Member perspectives, and is committed to meeting the unique needs of new Board Members, as well as the ongoing development and continuous improvement of the entire Board. To these ends, this Rule provides the core requirements of a mandatory training, ongoing professional development, and continuous improvement program.
- c) *Board Member Mandatory Training and Responsibilities.*
  - i) Domain A: Board Powers and Duties, which shall include, but not be limited to:
    - i) Board Members must take the Chicago Board of Education Oath of Office at their first public board meeting, and sign and submit the Oath of Office and agreement with Board Operating Procedures Manual in accordance with Board Rule 2-19.
    - ii) Each Board Member must complete training on the Open Meetings Act no later than ninety (90) days after taking the Oath of Office. After completing the training, each Board Member must file a copy of the certificate of completion with the Board Secretary. Training on the Open Meetings Act is only required once.
    - iii) Each Board Member shall receive training on, and be given a copy of, the powers of the Chicago Board of Education granted through state and federal laws and Board Rules and Policies.
    - iv) Each Board Member shall receive training annually on the Board of Education Code of Ethics at a time established by the Board President or designee.
    - v) Each Board Member shall complete the Illinois Mandated Reporter Training annually at a time established by the Board President or designee.
    - vi) Each Board Member shall be provided training on budget and revenues, education theory and governance, governmental relations, school-based management, and state and federal education law and regulations pursuant to 105 ILSC 5/34-3.2. Board Members shall also be provided training regarding trauma-informed practices for students and staff.
    - vii) Additional mandatory trainings as required by the Board President and applicable laws and Board Rules and Policies.
  - ii) Domain B: Board Business, which shall include, but not be limited to:
    - i) Parliamentary procedure in accordance with Board Rule 2-5, the latest edition of Robert's Rules of Order, and other Board Rules, Policies, and procedures established by the Board President.
    - ii) Each Board Member must be given a copy of the latest edition of the Board of Education Board Rules.
    - iii) Each Board Member shall receive training on the agenda preparation and formulation process.

- iv) Each Board Member shall receive training on the latest edition of the Board Operating Procedures Manual referenced in Board Rule 2-19.
  - v) Additional mandatory trainings as required by the Board President and applicable laws and Board Rules and Policies.
- iii) Domain C: Board Member Organizational Responsibilities and Relationships, which shall include, but not be limited to:
- i) Organizational Meeting of the Board of Education, including but not limited to, the election and powers of its officers.
  - ii) Oversight and evaluation of the direct reports of the Board.
  - iii) Each Board Member must complete a training program on personnel dismissals that require Board approval, such as contract principals, tenured teachers, pre-tenured teachers, educational support personnel, paraprofessional and school related personnel, and other personnel decisions. Board Members must complete the training program before participating in a vote on dismissal of personnel.
  - iv) Board Members' role within the appointments to the Appointed Local School Councils (ALSCs) and Local School Councils (LSCs).
  - v) Other trainings as directed by the Board President that support the Board's organizational responsibilities.
- iv) Domain D: District Oversight, which shall include, but not be limited to:
- i) Board and District Goals, Vision, and Strategic Plan
  - ii) School Performance
  - iii) District and School Finance
  - iv) Instructional Program
  - v) Portfolio of school options, such as District, charter, contract, and Options schools
  - vi) District personnel
  - vii) District's approach to, and protocols for, equity and community engagement
  - viii) Immediate decisions before the Board
  - ix) Collective Bargaining Agreements
  - x) Other trainings as directed by the Board President that support District oversight
- v) The Board President may authorize additional trainings to be included in the Board Member Mandatory Training.
- d) *Ongoing Professional Development.*
- i) The Board President or designee shall establish professional development opportunities and resources to support the development of Board Members.
  - ii) All Board Members are encouraged to attend professional development opportunities.
  - iii) The Board President may request a veteran Board Member to mentor a new Board Member.
- e) *Continuous Improvement for the Board.*
- i) The Board President shall establish a formal Board Self-Evaluation annually in February, or at such time as deemed appropriate by the Board President provided an annual Board Self-Evaluation occurs. The Board President may establish additional Board Self-Evaluations as appropriate. Board Self-Evaluations shall provide for the self-evaluation of

practices, procedures, or professional ethics, and be in accordance with Open Meetings Act. The results of the Board Self-Evaluation shall inform the areas for improvement in the ongoing professional development for Board Members and the Board as a collective governing body.

- ii) The Board President shall establish an annual Board Goal-Setting, Monitoring and Evaluation Process in which Board Members, the CEO, and other District officials as deemed appropriate by the CEO, develops, revises, and articulates the District's mission, vision and goals that align to core beliefs and community values set forth by the Board.

f) *Oversight and Compliance.*

- i) Each Board Member is responsible for their own compliance with mandatory trainings.
- ii) The Board President or designee shall maintain on the Board website a log identifying the complete training and development activities of each Board Member participating and completing requirements set forth in this Rule.

**[Adopt New Board Rule 2-19: Board Member Expectations and Conduct]**

**Sec. 2-19. Board Member Expectations and Conduct.**

- a) *Generally.* This Rule establishes the expectations and conduct of Board Members while serving on the Board.
  
- b) *Purpose.* Board Members are public facing leaders of the District who are entrusted with the success of students across the city. This Rule was developed to ensure that community members understand what is expected of Board Members and for all Board Members to know what to expect from one another as they perform their duties and responsibilities. Having these expectations clearly delineated will help build trust among the Board Members and between the Board and stakeholders within the District.
  
- c) *Oath of Office.*
  - i) Prior to taking a seat on the Board of Education, Board Members shall take the Chicago Board of Education Oath of Office that provides the following:

I, (name of Board Member), do solemnly swear that I will faithfully discharge the duties of the office of member of the Board of Education of the City of Chicago, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and all applicable federal and state laws, to the best of my ability.

I further swear that:

I shall respect taxpayer interests by serving as a faithful protector of the school district's assets;

I shall encourage and respect the free expression of opinion by my fellow Board Members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board Member has no legal authority as an individual and that decisions can be made only by a vote at a public board meeting;

I shall abide by decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

I shall abide by the Board of Education Operating Procedures Manual and Board Rules and Policies;

I shall avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Chicago Public Schools;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as a key advocate on behalf of students and our community's schools to advance the vision for Chicago Public Schools; and

I shall strive to work together with the Chief Executive Officer (CEO) to lead the school district toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of student learning and well-being, as well as healthy, safe,

engaging, and academically challenging school experiences, that prepare each student for college, career, and civic life.

- ii) Administration of the Oath of Office:
  - 1) Each Board Member must sign and submit the Oath of Office to the Board Secretary by the first day of the term to which the Board Member is appointed or elected.
  - 2) Each Board Member who is taking office shall either read the Oath during an open meeting and swear or affirm to follow it as indicated in the Oath, or a group of Board Members or entire Board may take the Oath simultaneously.
  - 3) The Oath shall be administered at an open meeting by the Board President, Secretary of the Board, or a designee.

d) *Board Operating Procedures Manual.*

- i) The Board shall develop a Board Operating Procedures Manual that outlines for Board Members both the work of the Board and how to carry out that work.
- ii) The Board Operating Procedures Manual will be reviewed and updated by the Board on an annual basis and within thirty (30) calendar days of the annual Board Self-Evaluation pursuant to Board Rule 2-18.
- iii) Board Members will review the Board Operating Procedures Manual during orientation, and will acknowledge in writing that they have been trained on and will agree to abide by the Manual during their tenure.

e) *Monitoring and Oversight. The Board shall maintain on the Board website each Board Member's signed and submitted Oath of Office.*

**[Adopt New Board Rule 2-20: Board Member Removal from Office]**

**Sec. 2-20. Board Member Removal from Office.**

- a) *Generally.* This Rule sets forth the processes through which the Board can take action in the event that Board Member removal is deemed necessary.
- b) *Purpose.* The Board is one body composed of individual Board Members. In order for the Board to carry out its mission and responsibilities as a whole, it requires that all Board Members fulfill their individual duties. This Rule allows for the Board to take action in cases where individual Board Members have failed to do so either through acts or omissions.
- c) The Board may adopt a formal resolution petitioning the Mayor for removal of an appointed Board Member, or petitioning the States' Attorney for prosecution of any Board Member, when the Member, acting in an official capacity, or in a capacity as a special government agent, commits any of the following acts:
- i) Failure to Act. Intentionally or recklessly fails to perform any mandatory duty as required by law, including, but not necessarily limited to:
    - 1) Refusal to cooperate with an investigation conducted by the Office of Inspector General, pursuant to 105 ILCS 5/34-13.1(d);
    - 2) Failure to comply with the Abused and Neglected Child Reporting Act, 325 ILCS 5/1 *et seq.*;
    - 3) Failure to cooperate with the Board's efforts to obtain criminal history records check and a Statewide Sex Offender Database, pursuant to 105 ILCS 5/34-18.5(d);
    - 4) Failure to file a Statement of Economic Interest, pursuant to Art. XIII, Sect. 2 of the Illinois Constitution and the Illinois Governmental Ethics Act, 5 ILCS 420/3A, *et seq.*;

or,
  - ii) Forbidden Acts. Knowingly performs an act which they know is forbidden by law to perform, including but not necessarily limited to:
    - 1) Conviction for a felony, bribery, perjury of an infamous crime, as defined by 5 ILCS 280/1;
    - 2) Holding an interest in a contract with the Board that is inconsistent with the terms of 105 ILCS 5/10-9, *et seq.*;
    - 3) Disclose confidential information pertaining to a student in violation of the Illinois Student School Records Act, 105 ILCS 10/1, *et seq.*, and/or the Federal Educational Rights Protection Act, 20 U.S.C. § 1232g;
    - 4) Violation of the Article 29 of the Election Code of the State of Illinois, 10 ILCS 5/29-1, *et seq.*;
    - 5) Willful violation of 105 ILCS 5/34-43 through 34-51, as prohibited by 105 ILCS 5/34-52;

or,
  - iii) Self Dealing. With intent to obtain a personal advantage for themselves or another, they perform an act in excess of their lawful authority;

or,

- iv) Bribery. Solicits or knowingly accepts for the performance of any act a fee or reward which they know is not authorized by law. This provision is inclusive of, but not necessarily limited to, violations of the following provisions of the Illinois Criminal Code: 720 ILCS 5/33-1 through 33-7, 720 ILCS 5/29-1 and 720 ILCS 5/29A-1.
- d) In the event that the Board determines that a Board Member has violated this Rule, the Board shall adopt a resolution either (a) recommending that the Mayor remove the Board Member from the Board (for any Board Member that is serving by appointment of the Mayor), or (b) referring the matter to the Cook County State's Attorney and Office of the Attorney General. To adopt such a resolution, two-thirds of the members of the Board must vote in favor of it.

**[Adopt New Board Rule 2-21: Legislative Agenda]**

**Sec. 2-21. Legislative Agenda.**

- a) *Generally.* This Rule sets forth the practices and procedures for setting and pursuing the District's legislative agenda.
- b) *Purpose.* The Board will represent the District's interests in legislative action to promote the welfare of public education in Chicago Public Schools or will direct those interests to be represented through the CEO or a designee. As a public entity, the Board must operate within the bounds of state and federal laws affecting public education. To effectively meet these responsibilities to the public and students of the District, the Board and CEO will work vigorously for the passage of new laws designed to advance the values and goals of our District and community, and for the repeal or modification of existing laws that impede these values and goals. To achieve these goals, the CEO will periodically study, discuss, and weigh the merits of pending legislation for the purpose of establishing the district's official position. When established, these official positions will be the position of the District in the legislative process.
- c) *CEO Responsibilities.*
  - i) Develop and present to the Board at the January Regular Meeting a legislative agenda for upcoming legislative sessions that is consistent with the furtherance of the District's strategic plan, goals, and priorities. The legislative agenda may include broad goals and priorities for upcoming legislative sessions and/or specific legislative items. Upon approval of a majority of the Board at a Regular Meeting, these positions will become the official position of the District in the legislative process.
  - ii) In the cases when the District must respond to unforeseen legislation, which includes legislation that affects the Board's ability to advance the legislative agenda in c(i) or the general welfare of the District, the Board delegates the responsibility to the Board President and CEO to make a determination as to the District's position provided the position is not in conflict with the legislative agenda in c(i).
  - iii) Set aside time with the Board throughout the year to discuss the legislative matters whenever the need arises as determined by the Board President and/or CEO.
  - iv) Support and work for legislation that promotes quality education within Chicago Public Schools.
  - v) Stay informed of pending legislation.
  - vi) Actively communicate concerns and make the Board's position known to elected representatives at the local, state, and national levels by regular contact with the local, state, and federal elected officials and entities whose decisions affect the welfare of public education in our District.
  - vii) Seek adequate funding for schools and full funding for state and federally mandated programs.
  - viii) Respond appropriately to requests for legislative proposals, comments on legislative proposals, and development of priority positions.

d) *Board Member Responsibilities.*

- i) Inform the public of its legislative priorities and outcomes of its legislative efforts annually at a time and means as determined by the Board President.
- ii) Designate Board Members to serve as the Board's legislative representatives with associations and organizations that promote the legislative agendas of public education.
- iii) Accept the consensus of the Board with respect to the annual legislative agenda pursuant to this Rule and legislative positions taken by the CEO in pursuit of that agenda.

e) *Oversight and Compliance.*

- i) Board Members and the CEO, individually or as members of professional organizations, will not represent positions conflicting with the District's on legislative matters on behalf of the Board or the District, unless it is made clear that such representation is not the official position of the District.
- ii) The Board reserves the right to censure Board Members who are not compliant with this Rule. A censure shall pass with two-thirds full membership of the Board voting in favor.

## CHAPTER V: FINANCIAL RULES

### [Rescind Board Rule 5-4: Report Condition of Finance and Adopt New Board Rule 5-4: Financial Oversight and Transparency]

#### **Sec. 5-4. Financial Oversight and Transparency.**

- a) *Generally.* This Board rule sets forth the requirements for financial reporting and forecasting.
- b) *Purpose.* The Board recognizes the importance of forecasting revenues, other resources, and expenditures in order to understand the level of funding available for District operations. As trustees of the community, the Board believes that long-term financial planning is a key fiduciary duty and important to the process of being fiscally responsible stewards of public monies.
- c) *Reporting and Forecasting.*
  - i) **Current Fiscal Year:** On a quarterly basis in a fiscal year, the CEO shall submit to the Board a Current Fiscal Year Revenues and Expenditures Report, which shall include current fiscal year revenues and expenditures by fund, the appropriation for each fund for the current fiscal year, and a forecast of revenues and expenditures by fund for the remainder of the fiscal year.
  - ii) **Budget Forecast:** No later than the Board approval of the budget each year, the CEO shall publish and submit to the Board a Five-Year Budget Forecast Report, which shall include a five (5) year forecast of General Fund revenues and expenditures, including appropriation for the current fiscal year and any additional information as requested by the Board.
- d) *Transparency and Monitoring.*
  - i) Reports pursuant to this Rule shall be filed with the Board on its public agenda at the first regular board meeting following the date of submission to the Board.
  - ii) The Board Secretary shall make available on the Board's website all reports filed and received by the Board pursuant to this Rule.