

GOVERNING BOARD

2:110 Qualifications, Term, and Duties of Board Officers

Governing Board

The officers of the Governing Board shall be a President, Vice-President, and a Secretary. They shall be elected from the Governing Board membership at the regular June meeting. The Executive Director of P.A.E.C. shall serve as an executive officer of the Governing Board without voting rights.

The term of office in all instances shall be for one (1) year.

If the President and Vice-President are absent from any meeting or refuse to perform their duties, a temporary President, who shall be a member of the Governing Board, shall be appointed.

If the Secretary is absent from any meeting or refuses to perform his/her duties, a Secretary Pro Tempore, who shall be a member of the Governing Board, shall be appointed by the President.

Vacancies occurring in an office during the year shall be filled by special election as determined by the Governing Board.

Duties of the President

The President of the Governing Board shall preside at all meetings and shall perform such other duties as usually pertain to the office or as imposed by law or by action of the Governing Board.

The President shall have the same rights as do other members of the Governing Board.

The President shall call special meetings of the Governing Board.

The President shall sign official documents that require the President's signature.

The President shall serve as or appoint the Board's official spokesperson to the media.

The President shall ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Executive Director.

Duties of the Vice-President

The Vice-President of the Governing Board shall perform the duties of the President if there is a vacancy in the office of the President, if the President is absent or if the President is unable to perform the duties of the office. The Vice-President shall perform other duties as imposed by the rules of the Governing Board.

Duties of the Secretary

The Secretary shall perform all duties usually pertaining to his/her office...and such as are imposed on him/her by law, or by action of the Governing Board. As a member of the Governing Board, the Secretary may vote on all questions which come before the Board. The Secretary may delegate duties to the Executive Director's Secretary.

1. Notice of Meetings - The Secretary shall notify members of regular and special meetings.
2. Minutes - The Secretary shall keep true and correct records of all transactions of the Board.

Minutes of all Board meetings shall be kept in accordance with State law. The minutes shall be kept in well-bound books with numbered pages, convenient for reference. The Secretary shall furnish each member of the Governing Board and the Executive Director and members of the Executive Board with a copy of the unapproved minutes not later than at the time of the next regular meeting.

3. Notices and Reports - The Secretary shall publish notices, prepare reports, and sign documents as required by law or by regulations of governmental agencies.
4. Preparation for Board Meetings - The Secretary to the Executive Director shall prepare the agenda under the direction of the Executive Director. The Secretary shall prepare a draft copy of Governing Board policy motions upon the Executive Director's direction.
5. Files and Reference - The Secretary shall maintain up-to-date files on Board policies, financial reports, publicity, correspondence and all Board actions.
6. Official Records - The Secretary shall arrange for public inspection of and hearing on the tentative budget no less than thirty (30) days prior to the budget adoption.

Executive Board

The Chairperson of the Executive Board shall be the Superintendent of a member school district and selected on an annual basis during the June meeting.

LEGAL REF.:

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, 5/17-1, 5/21B-85, and 5/22-94.

5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

Adopted: June 21, 2023

Proviso Area for Exceptional Children (P.A.E.C.)
