

# Rules of Procedure for the At-Risk Students Advisory Council



Adopted January 23, 2017

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The At-Risk Students Advisory Council operates pursuant to the authority of Public Act 99-0721.

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**Section I—Declaration and Purpose**

Section 1.1 The At-Risk Student Advisory Council, (herein known as “Council”) in order to fulfill its statutory purpose and responsibilities under Public Act 99-0721 and to serve the citizens of Illinois, hereby establishes Rules of Procedure to direct its operations. It is the purpose of these Rules of Procedure to clarify the means by which the Council will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.

Section 1.2 Pursuant to P.A. 99-0721, the Council is created to study barriers to success for at-risk students and to make recommendations to improve the academic success of at-risk students. The Advisory Council is comprised of 22 members designated by the General Assembly and is directed to address the following issues:

1. What are the barriers to success present for at-risk students/
2. How much does socio-economic status impact academic and career achievement?
3. How do at-risk students perform academically?
4. How do at-risk students perform academically compared to students from higher socio-economic statuses?
5. What programs are shown to help at-risk students reach higher levels of academic and career achievement?
6. What specific curriculums help the academic success of at-risk students?
7. Of curriculum that help at-risk students, which of these need to be implemented within the Illinois Learning Standards?
8. To what degree do school districts teach cultural history, and how can this be improved?
9. Develop specific policy recommendations to improve the academic success of at-risk students.
10. Address any other information that the Council determines will assist in the understanding of the barriers to success for or increase the academic performance of at-risk students

For purposes of this Section, "at-risk students" means students served by the Department of Human Services who receive services through Medicaid, the Supplemental Nutrition Assistance Program, the Children's Health Insurance Program, or Temporary Assistance for Needy Families, as well as students under the legal custody of the Department of Children and Family Services. Students may not be counted more than once for receiving multiple services from the Department of Human Services or if they receive those services and are under the legal custody of the Department of Children and Family Services. (105 ILCS 5/2-3.167 (a))

**Section II—Membership and Officers**

Section 2.1 Members of the Council, and terms, are selected pursuant to the appointment specifications noted in P.A. 99-0721.

Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in P.A. 99-0721.

Section 2.3 The Chairperson shall be a member of the Council and shall be elected at the initial meeting of the Council. The Chairperson shall be the chief officer of the Council.

Section 2.4 The Vice-Chairperson shall be a member of the Council and shall be elected by the Council. Upon written direction from the Chairperson, the Vice-Chairperson shall fulfill duties as designated by the Chairperson.

### **Section III—Meetings**

Section 3.1 All meetings of the Council, including committee meetings and public hearings, shall be open to the public and comply with the Open Meetings Act.

Section 3.2 Regular meetings of the Council shall be held at least quarterly commencing at a time and location agreed upon by the Council. The Chairperson, at his/her discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Council members at least seven (7) calendar days prior to this meeting date.

Section 3.3 Special meetings of the Council may be called at the discretion of the Chairperson or by request of a majority of Council members. An agenda, together with a notice of the time and place of any such meeting, must be provided to the Council members at least five (5) calendar days prior thereto. Only matters contained in the agenda shall be discussed at any special meeting. The Chairperson may cancel a special meeting at her discretion, provided that a meeting called by the Council members may be canceled only with their consent.

Section 3.4 The Chairperson shall prepare an Agenda of business scheduled for deliberation prior to each meeting. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Council at least seven (7) calendar days prior to a scheduled meeting. Any member may have an item placed on the agenda by notifying the Chairperson of his or her desires in that regard in writing at least seven (7) days prior to the Council meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Council. In addition, in every agenda, except at a special meeting, there shall always be a category entitled “New Business” for the initiation of emergent matters.

### **Section IV—Conduct of Business**

Section 4.1 In order to transact business, a simple majority of those appointed to and seated on the Council must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Council members attending in person, by video teleconference, or by telephone shall be considered present. If a quorum is not present at the scheduled time of the meeting, the Chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time.

Section 4.2 A majority of those voting (defined as those who cast “yes” or “no” votes) on a motion shall be sufficient to pass and make it the official act of the Council. Motions shall be made and seconded by Council members before being called for a vote. A motion shall not be made and seconded by the same Council member.

Section 4.3 The Chairperson shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

Section 4.4 Attendance by proxy shall be permitted. Proxies representing Council members may vote and their attendance shall be counted for purposes of a quorum.

Section 4.5 Minutes of each meeting shall be approved by the Council as required by the Open Meetings Act. Copies of the approved minutes shall be posted online and made available to anyone who requests them in accordance with the Open Meetings Act.

Section 4.6 At each meeting, members of the public may comment subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Council only at the appropriate time as indicated on the agenda and when recognized by the Chairperson.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to five (5) minutes.
3. In the interest of time, the Chairperson may shorten public comment to give the maximum number of participants the opportunity to speak.
4. Conduct oneself with respect and civility toward others.

#### **Section V—Committees**

Section 5.1 The Chairperson may create committees and shall appoint all committee members, chairpersons and vice chairpersons, all of whom shall serve at his or her pleasure. The Chairperson shall be an ex-officio member of all such committees. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson and/or the Council.

Section 5.2 Committees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Chairperson. Committee reports and recommendations shall be submitted to the Chairperson within the time prescribed by him or her and they shall be advisory only.

Section 5.3 Committee meetings shall be scheduled by the Chairperson or the committee chairperson and shall be subject to provisions of Section III of these Rules of Procedures.

Section 5.4 In order to transact business, a majority of those appointed to and seated on a committee must be present at the initial roll call at the commencement of any regular or special meeting. Committee members attending in person, by video teleconference, or by telephone shall be considered present. If a quorum is not present at the scheduled time of the meeting, the committee chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time.

Section 5.5 The provisions of Sections 4.2 through 4.6 apply to committees of the Council and the committee chairperson shall fulfill the role of Chairperson for committee meetings.

#### **Section VI—Administrative Support**

Section 6.1 The State Board of Education and the City of Chicago School District 299 shall provide administrative support to the Council.

Section 6.2 The State Board of Education shall create and maintain a website for the Council which shall serve to inform the public about the Council.

**Section VII—Ethics Training, Open Meetings Act Training, and Conflicts of Interest**

- Section 7.1 All members of the Council shall complete the mandatory ethics training for members of Illinois boards and Councils. A signed acknowledgment of completion of the training shall be kept for each Council member.
- Section 7.2 All members of the Council shall complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be kept for each Council member.
- Section 7.3 No Council member shall accept any stipend, fee, gratuity or consideration of any kind or nature from any person, unit, agency or organization for the purpose of influencing a vote, decision, or recommendation of a member on a matter before the Council.
- Section 7.4 No Council member shall receive any funds related to recommendations made by the Council.
- Section 7.5 The decision of the Chairperson with respect to conflict of interest situations shall be final unless the situation involves the Chairperson, in which case the Vice-Chairperson’s decision shall be final.

**Section VIII—Robert’s Rules of Order**

- Section 8.1 All matters not covered by these Rules of Procedure shall be governed by the latest edition of Robert’s Rules of Order.

**Section IX—Adoption and Amendments to Rules of Procedure**

- Section 9.1 Adoption or amendment of these Rules of Procedure shall require a two-thirds (2/3) vote of the Council members voting at an official meeting which has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Council and voted upon during the next regular meeting.
- Section 9.2 A complete electronic copy of these Rules of Procedure shall be posted on the website required by Section 6.2.