

Rules of Procedure for the Attendance Commission



Adopted December 4, 2015
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The Attendance Commission operates pursuant to the authority of Public Act 99-432.

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Section I—Declaration and Purpose

- Section 1.1 The Attendance Commission (the “Commission”), in order to fulfill its statutory purpose and responsibilities under Public Act 99-432 (P.A. 432) 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 Commission 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. 99-432, the Commission is created to study chronic absenteeism in this State and make recommendations for strategies to prevent chronic absenteeism. The Commission shall have the following duties:
- A. Identify strategies, mechanisms, and approaches to help parents, educators, principals, superintendents, and the State Board of Education address and prevent chronic absenteeism and shall recommend to the General Assembly and State Board of Education:
 - 1) a standard for attendance and chronic absenteeism, defining attendance as a calculation of standard clock hours in a day that equal a full day based on instructional minutes for both a half day and a full day per learning environment;
 - 2) mechanisms to improve data systems to monitor and track chronic absenteeism across this State in a way that identifies trends from prekindergarten through grade 12 and allows the identification of students who need individualized chronic absenteeism prevention plans;
 - 3) mechanisms for reporting and accountability for schools and districts across this State, including creating multiple measure indexes for reporting;
 - 4) best practices for utilizing attendance and chronic absenteeism data to create multi-tiered systems of support and prevention that will result in students being ready for college and career; and
 - 5) new initiatives and responses to ongoing challenges presented by chronic absenteeism.
 - B. Hold hearings on a periodic basis to receive testimony from the public regarding attendance;
 - C. Submit an annual report to the General Assembly and the State Board of Education no later than December 15 of each year.

Section II—Membership and Officers

- Section 2.1 Members of the Commission are selected pursuant to the appointment specifications noted in P.A. 99-432.
- Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in P.A. 99-432.
- Section 2.3 The Chairperson shall be a member of the Commission and shall be elected at the initial meeting of the Commission. The Chairperson shall be the chief officer of the Commission.
- Section 2.4 The Vice-Chairperson shall be a member of the Commission and shall be elected by the Commission. 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 Commission, 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 Commission shall be held at least quarterly commencing at a time and location agreed upon by the Commission. 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 Commission members at least seven (7) calendar days prior to this meeting date.
- Section 3.3 Special meetings of the Commission may be called at the discretion of the Chairperson or by request of a majority of Commission members. An agenda, together with a notice of the time and place of any such meeting, must be provided to the Commission 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 Commission 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 Commission 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 Commission meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Commission. 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 Commission must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Commission 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 Commission. Motions shall be made and seconded by Commission members before being called for a vote. A motion shall not be made and seconded by the same Commission 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 ~~Proxy votes shall not be permitted. A Commission member must be present to record his or her vote and to present a motion or motions. Commission members, when unable to attend, may present signed and dated written communications which may be distributed or read to Commission members by the Chairperson; a motion or motions may be made by other members concerning the contents of such communications.~~
Attendance by proxy shall be permitted. Proxies representing commission 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 Commission 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 Commission 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 shall create and appoint members to a Public Hearing Committee, consisting of at least seven (7) Commission members for the purpose of convening public hearings as required by P.A. 99-432. The provisions of Sections 5.2 through 5.6 apply to the Public Hearing Committee and its conduct.

Section 5.2 The Chairperson may create additional 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 Commission.

Section 5.3 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 5.4 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 5.5 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 5.6 The provisions of Sections 4.2 through 4.6 apply to committees of the Commission 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 shall provide administrative support to the Commission.

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

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

- Section 7.1 All members of the Commission shall complete the mandatory ethics training for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be kept for each Commission member.
- Section 7.2 All members of the Commission shall complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be kept for each Commission member.
- Section 7.3 No Commission 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 Commission.
- Section 7.4 No Commission member shall receive any funds related to recommendations made by the Commission.
- 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 Commission 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 Commission 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.