

Rules of Procedure for the Professional Review Panel



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The Professional Review Panel operates pursuant to the authority of 105 ILCS 18-8.15.

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Section I—Declaration and Purpose

- Section 1.1 The Professional Review Panel (the “Panel”), in order to fulfill its statutory purpose and responsibilities under 105 ILCS 18-8.15 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 Panel will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.
- Section 1.2 Pursuant to 105 ILCS 18-8.15, the Panel is created to study and review topics related to the implementation and effect of Evidence-Based Funding (EBF), as assigned by a joint resolution or Public Act of the General Assembly or a motion passed by the State Board of Education. The Panel must provide recommendations to and serve the Governor, General Assembly, and the State Board.

Section II—Membership and Officers

- Section 2.1 Members of the Panel are selected pursuant to the appointment specifications noted in 105 ILCS 18-8.15.
- Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in 105 ILCS 18-8.15.
- Section 2.3 The State Superintendent or his or her designee must serve as a voting member and chairperson of the Panel.
- Section 2.4 The State Superintendent must appoint a vice chairperson from the membership of the Panel.

Section III—Meetings

- Section 3.1 All meetings of the Panel, 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 Panel shall be held at a time and location determined by the Chairperson in consultation with designated staff of the Illinois State Board of Education (“Board”). 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 Panel members at least seven calendar days prior to this meeting date.
- Section 3.3 Special meetings of the Panel may be called at the discretion of the Chairperson in consultation with the Board or by request of a majority of Panel members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the Panel members at least five 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 his or her discretion, provided that a meeting called by the Panel 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 Panel at least seven 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 days prior to the Panel meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Panel. In addition, there shall always be a category titled “New Business” for the initiation of emergent matters on every Agenda, except on a special meeting.

Section IV—Conduct of Business

- Section 4.1 In order to transact business, a simple majority of those appointed to and seated on the Panel must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. Panel members attending in person, by video teleconference, or by telephone shall be considered present, as permitted by the Open Meetings Act. 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. Official action may be taken if and when a quorum is subsequently reached.
- Section 4.2 The Panel must advance recommendations based on a three-fifths majority vote of Panel members present and voting. Motions shall be made and seconded by Panel members before being called for a vote. A motion shall not be made and seconded by the same Panel member.
- Section 4.3 The Chairperson shall have the right to call for a vote by voice vote, 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 Panel member must be present to record his or her vote and to present a motion or motions. Panel members, when unable to attend, may present signed and dated written communications that may be distributed or read to Panel members by the Chairperson; a motion or motions may be made by other members concerning the contents of such communications.

Section 4.5 Minutes of each meeting shall be approved by the Panel 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 Members of the public may comment at each meeting subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Panel 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 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. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson and/or the Panel.

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 in consultation with designated staff of the Board 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 Panel and the committee chairperson shall fulfill the role of Chairperson for committee meetings.

Section 5.6 Each committee member may request up to two individuals to serve as non-voting participants of the committee to provide support to the committee. Requests must be submitted to and approved by the Chairperson of the Panel.

Section VI—Administrative Support

Section 6.1 The Board shall provide administrative support to the Panel.

Section 6.2 The Board shall create and maintain a website for the Panel that shall serve to inform the public about the Panel.

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

- Section 7.1 All members of the Panel shall annually complete the mandatory ethics and sexual harassment training for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be submitted to a designated ISBE staff member to be kept for each Panel member.
- Section 7.2 All members of the Panel shall annually complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be submitted to a designated ISBE staff member and kept for each Panel member.
- Section 7.3 No Panel 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 Panel.
- Section 7.4 No Panel member shall receive any funds related to recommendations made by the Panel.
- 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 three-fifths vote of the Panel members voting at an official meeting that has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Panel 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.