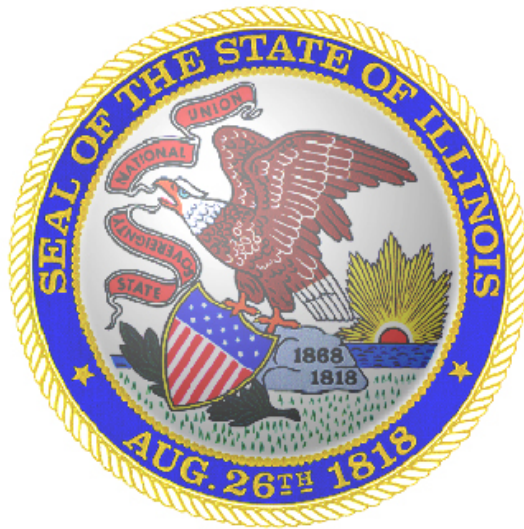


# Balanced Accountability Measure Committee

## Rules of Procedure



**Adopted: September 22, 2015**

**The Illinois Balanced Accountability Measure Committee was created  
by the authority of P.A. 99-0193**

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**Section I—Declaration and Purpose**

- Section 1.1 The Balanced Accountability Measure Committee (the “Committee”), in order to fulfill its statutory purpose and responsibilities under Public Act 99-0193 (the “Act”) and to serve the citizens of Illinois, hereby establishes Rules of Procedure by which it will:
- A. Advise the Illinois State Board of Education on the development of the balanced accountability measure.
  - B. Receive reports and testimony from individuals, school district superintendents, principals, teachers, and other members of the community.
  - C. Collaborate with the Illinois State Board of Education on rules that will implement the Balanced Accountability Measure requirements.
  - D. Beginning with the 2016-2017 school year through the 2021-2022 school year, in collaboration with the Illinois State Board of Education, the Committee shall identify a number of school districts per the designated school years to begin implementing the balanced accountability measure, including both the student performance and professional practice components.
  - E. By the 2021-2022 school year, all school districts must be implementing the balanced accountability measure.
- Section 1.2 It is the purpose of these Rules of Procedure to clarify the means by which the Committee will delegate authority without avoiding responsibility and respond to the requirements of Its legislative mandate.

**Section II—Membership and Officers**

- Section 2.1 Members of the Committee are selected pursuant to the appointment specifications noted in the Act.
- Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in the Act.
- Section 2.3 Pursuant to the Act, the Presiding Officer, to be known as the Chairperson, shall be a member of the Committee and shall be elected at the initial meeting of the Committee by a majority vote of membership. The Chairperson shall be the chief officer of the Committee.
- Section 2.4 A Vice-Chairperson shall be elected at the initial meeting of the Committee by a majority vote of membership. Upon written direction from the Chairperson, the Vice-Chairperson shall fulfill duties as designated by the Chairperson.

**Section III—Meetings**

- Section 3.1 Meetings of the Committee, including committee meetings, shall comply with the Open Meetings Act.
- Section 3.2 Regular meetings of the Committee shall be held at least monthly commencing at a time and location agreed upon by the Committee. 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 Committee members at least seven (7) calendar days prior to this meeting date.
- Section 3.3 Special meetings of the Committee may be called at the discretion of the Chairperson or by request of a majority of Committee members. An agenda, together with a notice of the time and place of

any such meeting, must be provided to the Committee 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 Committee 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 Committee 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 Committee meeting. Such notification also should include a copy of any written materials that the member wishes to distribute to the Committee. 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 Committee must be present at the initial roll call at the commencement of any regular or special meeting and they shall constitute a quorum. 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 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.

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 Committee. Motions shall be made and seconded by Committee members before being called for a vote. A motion shall not be made and seconded by the same Committee member.

Section 4.3 The Chairperson shall have the right to call for a vote by voice vote and the minutes shall reflect the results of each roll call.

Section 4.4 Proxy votes shall not be permitted. A Committee member must be present to record his or her vote and to present a motion or motions. Committee members, when unable to attend, may present signed and dated written communications which may be distributed or read to Committee 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 Committee 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 Except as otherwise allowed in the Act and the Open Meetings Act, at each meeting, members of the public may comment subject to reasonable constraints. Participants are expected to follow these guidelines:

1. Address the Committee 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 but shall not be counted for purposes of a quorum. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson and/or the Committee.
- 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.
- Section 5.4 The provisions of Sections 4.2 through 4.6 apply to committees of the Committee and the committee chairperson shall fulfill the role of Chairperson for committee meetings.

**Section VI—Staffing and Administrative Support**

- Section 6.1 The State Board of Education shall provide staff and administrative support to the Committee.
- Section 6.2 The State Board of Education shall create and maintain a website for the Committee which shall serve to inform the public about the Committee.
- Section 6.3 The State Board of Education shall create an email address to be used by the public for the purposes of posing questions, providing recommendations or seeking information from the Committee.

**Section VII—Conflicts of Interest**

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