

Rules of Procedure for the Emotional Intelligence and Social Emotional Learning Task Force



Adopted November 13, 2019

The Emotional Intelligence and Social Emotional Learning Task Force operates pursuant to the authority of Public Act 100-1139 (105 ILCS 5/27-23.12).

Table of Contents

Section I.	Declaration and Purpose.....	1
Section II.	Membership and Officers.....	1
Section III.	Meetings.....	2
Section IV.	Conduct of Business.....	2
Section V.	Committees.....	3
Section VI.	Administrative Support.....	3
Section VII.	Ethics and Sexual Harassment Training, Open Meetings Act Training, and Conflicts of Interest	4
Section VIII.	Robert’s Rules of Order.....	4
Section IX.	Adoption of and Amendments to Rules of Procedure.....	4

Table of Contents

Section I—Declaration and Purpose

- Section 1.1 The Emotional Intelligence and Social-Emotional Learning Task Force (Task Force), to fulfill its statutory purpose and responsibilities under Public Act 100-1139 (105 ILCS 5/27-23.12) and to serve the citizens of Illinois, at this moment establish Rules of Procedure to direct its operations. It is the purpose of these Rules of Procedure to clarify how the Task Force will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.
- Section 1.2 Pursuant to Public Act 100-1139 (105 ILCS 5/27-23.12), the Emotional Intelligence and Social-Emotional Learning Task Force is created to develop age-appropriate, emotional intelligence and social-emotional learning curriculum and assessment guidelines and best practices for elementary schools and high schools. The guidelines shall, at a minimum, include teaching how to recognize, direct, and positively express emotions.

Section II—Membership and Officers

- Section 2.1 Members of the Task Force are selected pursuant to the appointment specifications noted in Public Act 100-1139 (105 ILCS 5/27-23.12).
- Section 2.2 Vacancies in membership will be filled in accordance with the appointment authority detailed in Public Act 100-1139 (105 ILCS 5/27-23.12).
- Section 2.3 The Chairperson shall be a member of the Task Force and shall be elected by the members of the Task Force.
- Section 2.4 The Vice-Chairperson shall be a member of the Task Force and shall be elected by the members of the Task Force. 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 Task Force, 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 Task Force shall be held at a time and location determined by the Chairperson in consultation with designated ISBE staff. The Chairperson, at his/her discretion, may cancel or reschedule any regular meeting by written notice within a reasonable time before the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Task Force members at least five calendar days before this meeting date.
- Section 3.3 Special meetings of the Task Force may be called at the discretion of the Chairperson in consultation with designated ISBE staff or by request of a majority of Task Force members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the Task Force members at least five calendar days before it. 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 Task Force members may be canceled only with their consent.
- Section 3.4 The Chairperson, in consultation with designated ISBE staff, shall prepare an Agenda of business scheduled for deliberation before 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 Task Force at least five calendar days before 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 before the Task Force meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Task Force. Also, there shall always be a category titled “New Business” for the initiation of emergent matters on every Agenda, except for a special meeting.

Section IV—Conduct of Business

- Section 4.1 To transact business, a simple majority of those appointed to the Task Force must be present at the initial roll call at the commencement of any regular or special meeting, and they shall constitute a quorum. Task Force members attending in person, by video teleconference, or by telephone, as permitted by the Open Meetings Act, 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. After that, if a quorum is not reached, the meeting may not continue. Official action may be taken if and when a quorum is subsequently reached.
- 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 Task Force. Motions shall be made and seconded by Task Force members before being called for a vote. A motion shall not be made and seconded by the same Task Force member.
- Section 4.3 The Chairperson shall have the right to call for a vote by voice 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 Task Force member must be present to record his or her vote and to present a motion or motions.

Section 4.5 Minutes of each meeting shall be approved by the Task Force 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 Task Force 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, in consultation with designated ISBE staff, 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 the Task Force.

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 ISBE staff 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 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, as permitted by the Open Meetings Act, 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 Task Force and the committee chairperson shall fulfill the role of Chairperson for committee meetings.

Section VI—Administrative Support

Section 6.1 Designated ISBE staff shall provide administrative support to the Task Force.

Section 6.2 Designated ISBE staff shall create and maintain a website for the Task Force that shall serve to inform the public about the Task Force.

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

- Section 7.1 All members of the Task Force shall annually complete the mandatory ethics training for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be submitted to designated ISBE staff and kept on file for each Task Force member.
- Section 7.2 All members of the Task Force shall annually complete the Open Meetings Act training available on the website of Illinois Attorney General. A certificate of completion shall be submitted to designated ISBE staff and kept on file for each Task Force member.
- Section 7.3 No Task Force 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 Task Force.
- Section 7.4 No Task Force member shall receive any funds related to recommendations made by the Task Force.
- Section 7.5 The decision of the Chairperson concerning determinations of conflict of interest shall be final unless the conflict of interest matter 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 vote of the Task Force 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 Task Force 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.