

# Rules of Procedure for the School Health Advisory Committee



Adopted October 28, 2019

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The School Health Advisory Committee operates pursuant to the authority of 105 ILCS 110/5.

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**Section I—Declaration and Purpose**

- Section 1.1      The *School Health Advisory Committee*, (Committee), in order to fulfill its statutory purpose and responsibilities under 105 ILCS 110/5 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 Committee perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate.
- Section 1.2      Pursuant to 105 ILCS 110/5, the Committee is created to assist in presenting advice and interpretation concerning a comprehensive health education program to the Illinois public, especially as related to critical health problems. They shall also assist in establishing a sound understanding and sympathetic relationship between such comprehensive health education program and the public health, welfare, and educational programs of other agencies in the community.

**Section II—Membership and Officers**

- Section 2.1      Members of the Committee are selected pursuant to the appointment specifications noted in 105 ILCS 110/5.
- Section 2.2      Vacancies in membership will be filled in accordance with the appointment authority detailed in 105 ILCS 110/5.
- Section 2.3      The Chairperson shall be a member of the Committee and shall be elected at the initial meeting of the Committee.
- Section 2.4      The Vice-Chairperson shall be a member of the Committee and shall be elected by the Committee. 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 Committee, 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 Committee shall be held at a time and location determined by the Chairperson in consultation with designated staff from the Illinois State Board of Education (ISBE). 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 Committee members at least seven calendar days prior to the meeting date.
- Section 3.3 Special meetings of the Committee may be called at the discretion of the Chairperson in consultation with designated ISBE staff 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 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 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 five 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 Committee meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Committee. 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 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, 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. Thereafter, 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 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 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 Committee 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 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 Members of the public may comment at each meeting 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 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—Subcommittees**

Section 5.1 The Chairperson may create subcommittees in consultation with designated ISBE staff and shall appoint all subcommittee members, chairpersons and vice-chairpersons, all of whom shall serve at his or her pleasure. Subcommittee 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 Subcommittees 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. Subcommittee 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 Subcommittee meetings shall be scheduled by the Chairperson or the subcommittee 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 subcommittee must be present at the initial roll call at the commencement of any regular or special meeting. Subcommittee 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 subcommittee 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 subcommittees of the Committee and the subcommittee chairperson shall fulfill the role of Chairperson for subcommittee meetings.

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

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

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

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

- Section 7.1 All members of the Committee 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 designated ISBE staff and kept for each Committee member.
- Section 7.2 All members of the Committee shall annually complete the Open Meetings Act training available on the website of the Illinois Attorney General. A certificate of completion shall be submitted to designated ISBE staff and 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 vote of the Committee 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 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.