

## Cooperative Boards

### **Communications To and From the Board**

The Governing and Operational Boards welcome communications from staff members, parents/guardians, students and community members. Individuals may submit questions or communications for the Governing and Operational Boards' consideration to the Executive Director or may use the electronic link to the Boards' email address posted on the Cooperative's website.

The Executive Director shall:

1. Ensure that the home page for the Cooperative's website contains an active electronic link to the email address for the Governing and Operational Boards.
2. During the Board's regular meeting, report for the Board's consideration all questions or communications submitted through the active electronic link along with the status of the Cooperative's response in the Board meeting packet.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Executive Director's office. Board members will not take individual action that might compromise the Board or Cooperative. There is no expectation of privacy for any communication sent to either Board or its members, whether sent by letter, email, or other means.

### **Board Member Use of Electronic Communications**

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board quorum shall not be used for the purpose of discussing Cooperative business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

In accordance with the Open Meetings Act, individual board members will not: (a) reply to an email on behalf of the entire Board or (b) engage in the discussion of Cooperative business through electronic communications with a majority of a Board quorum.

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.  
50 ILCS 205/20, Local Records Act.

CROSS REF.: 2:220 (Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

Adopted: 3/13/2000

Revised: 10/17/2011

Revised: 4/13/2015

Revised: 8/12/2019