

## Cooperative Boards

### Communications To and From the Board

The Governing and Operational Boards welcome communications from staff members, parents, students and community members. Individuals may submit questions or communications for the Governing and Operational Boards' consideration to the Executive Director. The Executive Director shall provide the Boards with a summary of these questions or communications and provide, as appropriate, his or her feedback regarding the matter. 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. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, 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. 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 with a majority of a Board quorum. 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. Electronic communications may contain:

- 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

LEGAL REF.: 5 ILCS 120/  
50 ILCS 205/20.

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