

# Document Status: Draft Update - Rewritten

## Board of Education Meeting Procedure

### 2:220-E3 Exhibit - Closed Meeting Minutes

#### Closed Meeting Minutes

Items in bold are required by [5 ILCS 120/2.06\(a\)\(1\)-\(3\)](#). Non-bolded items align with best practices.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of person(s) taking and recording the minutes: \_\_\_\_\_

Name of person presiding: \_\_\_\_\_

Members in attendance: \_\_\_\_\_ Members absent: \_\_\_\_\_

Summary of the discussion on all matters (as specified in the vote to close the meeting):

Basis for the finding that litigation is probable or imminent, if applicable ([5 ILCS 120/2\(c\)\(11\)](#)):

Time of adjournment or return to open meeting: \_\_\_\_\_

*The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653. [PRESSPlus1](#)*

These minutes are available for public inspection as of: \_\_\_\_\_ (Date)

DATED: April 22, 2019

#### PRESSPlus Comments

[PRESSPlus 1](#). For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this exhibit use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**