RANKIN REBELS

Parliamentary Procedure Terms and Basics

Motion – Proposal (i.e. brings to the floor) to be discussed and voted upon. Commonly expressed: "I move   " or if a motion has already been suggested, may be expressed as "I so move" or "So moved."

Second – Indicates 2nd member's willingness to have motion discussed. (Does NOT imply support.) Required to open discussion, otherwise motion "dies" for lack of a second.

Call the Question (Vote) – Motion that discussion be closed even if others still want to speak. Needs a second and an 2/3 affirmative vote (with no debate), but the President can also just act on the request if it's apparent no one else wants to speak.

Motion to Amend – Suggest a change to the motion that is being considered ("on the floor"). Requires a second and an affirmative majority vote.

Table – Postpones the matter until a later time, which can be specified – or not – in the motion. Requires a second and an affirmative majority vote.

Reconsider – If you voted on the winning side of a motion, but want the Board to reconsider. Anyone can second it. Requires an affirmative majority vote.

Voice Vote – Adjourn meetings, simple motions.

Roll Call Vote – Required to spend money, go into closed session, enter into contracts, approve (adopt levy, budget, consent agenda, approve hiring, etc.). Sequence of voting is rotated.

Voting – Unless otherwise required by law, a majority of votes cast with a quorum present determines a motion's outcome.

Consent Agenda – A consent agenda groups routine business and reports into one agenda item. This can be approved in one action, rather than filing multiple motions. Moves routine items along quickly, allowing time for more important issues.

Reports – Information provided about school business, operations, and/or committees

Important Dates (Approximate)

July
- *New FY begins and Tentative Budget approved (adopted) in June (prior month– prior to the new FY beginning)
- *Review Finance summary from prior FY
- *Consider -release/destruct Exec. Ses. Min.

Aug
- *Enrollment numbers – provided for new school Year

Sept
- *Approve (adopt) Original Budget (i.e. updated Tentative Budget)
- *Approve Supt's Performance Goals

Oct
- *Audit Report
- *Approve (adopt) Resolution Estimating Tax Extension (i.e. prepare for levy)

Nov
- *IASB Triple III Conference

Dec
- *Approve (adopt) Tax Levy
- *Prepare for completion of Supt. eval.

Jan
- *Complete evaluation of Superintendent
- *Approve Tentative Class Sections – next yr.
- *Consider - release / destruction Exec. Ses. Minutes

Feb
- *Approve school calendars (updated for current year and original for next year)

Mar
- *Approve Tent. Teaching Assign -.next yr.
- *Approve reemployment of certified staff

April
- *Approve Amended Budget Hearing for June

May
- *8th Grade Graduation

June
- *Approve (adopt) Amended Budget for currrent FY and approve (adopt) Tentative Budget fornew FY that begins July 1st
- *Approve Support Staff Wage Adjustments
- *Approve Co-Curricular / Extracurricular Assignments for new year

MEETING ACTION ITEMS
*Item must be on agenda (contact BOE Pres. or Supt.to request items be placed on agenda)
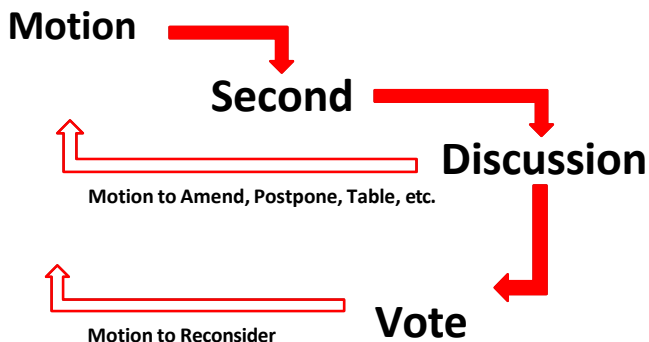
Motion

Second

Discussion

Motion to Amend, Postpone, Table, etc.

Vote

Motion to Reconsider

Acronyms & Meeting Information

	Acronym	Definition
	504	Section 504 of the Rehabilitation Act of 1973
A	ADA	Americans with Disabilities Act
	ADHD	Attention Deficit Disorder with/without Hyperactivity
	AFR	Annual Financial Report
	BOE	Board of Education
	CPI	Consumer Price Index
	CPPRT	Corporate Personal Property Replacement Tax
	C & I	Curriculum and Instruction
D	DCFS	Division of Child and Family Services
E	EAV	Equalized Assessed Valuation
	EBF/EBM	Evidence Based Funding / Model
	ECE	Early Childhood Education
	ELA	English Language Arts
	ESEA	Elementary and Secondary Education Act
	ESL	English as a Second Language
	ESSA	Every Student Succeeds Act
F	FAPE	Free Appropriate Public Education
	FERPA	Family Educational Rights and Privacy Act
	FOIA	Freedom of Information Act
	FY	Fiscal Year
G	GE	General Education
	GSA	General State Aid
H	HLS	Health Life Safety Fund
I	IAR	Illinois Assessment of Readiness
	IASA	Illinois Association of School Administrators
	IASB	Illinois Association of School Boards
	IASBO	Illinois Association of School Business Officials
	IDEA	Individuals with Disabilities Education Act
	IEP	Individualized Education Program
	IESA	Illinois Elementary School Association
	IMRF	Illinois Municipal Retirement Fund
	IPA	Illinois Principal's Association
	ISBE	Illinois State Board of Education

	Acronym	Definition
L	LEA	Local Education Agency
M	MTSS	Multi-Tiered System of Supports
N	NAESP	National Association of Elementary School Principals
	NASS	National Association of School Superintendents
	NASSP	National Association of Secondary School Principals
	NBCT	National Board-Certified Teacher
	NCLB	No Child Left Behind
	NEA	National Education Association
	NGSS	Next Generation Science Standards
O	OCR	Office for Civil Rights
	O & M	Operations and Maintenance
	OSHA	Occupational Safety and Health Administration
	OT	Occupational Therapist/Therapy
	PD	Professional Development
	PE	Physical Education
	PFK	Parents For Kids
	PLC	Professional Learning Community
	PTELL	Property Tax Extension Limitation Law
R	RIF	Reduction in Force
	RTI	Response to Intervention
	ROE	Regional Office of Education
	SEL	Social Emotional Learning
	SES	Social Economic Status
	SIP	School Improvement Plan
	SLP	Speech and Language Program
	SPED	Special Education
	STAR	Standardized Test for the Assessment of Reading
	STEM	Science, Technology, Engineering, and Mathematics
T	TMCSEA	Tazewell Mason County Special Education Association
	TRS	Teacher's Retirement System

Public Comment

- Meetings are public, but not open forums. The BOE allows the public to provide input twice in the meeting (near the beginning and near the end) to ensure that multiple voices of the community are heard.

- The public may comment only during the designated times. Public should identify self and be brief, usually less than 5 minutes

- The Board President will respond to public comment and/or defer to the Superintendent, if preferred or needed

Board Business

*BOE is a partner with BoardBook Premier
*All meeting items are uploaded to BoardBook
*BOE member login = https://login.boardbook.org/
*Each new BOE member will be provided login Information and a tutorial during the New Board Member Orientation Meeing with Superintendent
*Public access link = https://meetings.boardbook.org/Public/Organization/1254

Interested in serving as a Board Member?

Board Member Qualifications

- A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

- Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for School Board membership.

Major Activities of a Board Member

- Complete IASB required training activities
- Complete New Board Member Orientation with Superintendent
- Represent the District and Community
- Hire /employ/evaluate Superintendent
- Promote and update District's Mission and Vision
- Strategic planning/leadership
- Provide financial oversight/leadership
- Update, review, and adopt policy
- Read and stay current with current District information/news provided by Superintendent
- Review monthly meeting agenda items and information
- Attend monthly meetings and certain committee meetings
- Vote on meeting action items that are provided with recommendations from Superintendent

Yes, I am interested in serving!

- https://www.tazewell-il.gov/CountyClerk/CountyClerkElections.html
- Packets will be found via the link above under "School Board Petition Packet"
- Tazewell County Clerk's Office indicates the petition packets will be available in early September 2022