

Board of Education Meeting Procedure

2:220-E7 Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings ([5 ILCS 120/2.06\(e\)](#)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Note: *If the board wishes to mirror the statutory language, replace checkboxes below with: " Records Secretary; Administrative official of the public body; and Any elected official of the public body."*

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date:	Time:	Storage Location:
Name of person(s) responsible for storing the closed meeting minutes:		
<input type="checkbox"/> Access granted		
Date access occurred:	Start time:	End time:
Requesting Board member's name <i>(Please print)</i> In the presence of: <i>(Check appropriate box and insert name on line.)</i> <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Superintendent or designated administrator <input type="checkbox"/> Elected Board member		

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (*Swanson v. Board of Police Commissioners*, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date:	Time:	Storage Location:
Name of person(s) responsible for storing the verbatim recording:		
<input type="checkbox"/> Access granted		
Date access occurred:	Start time:	End time:
Requesting Board member's name <i>(Please print)</i> In the presence of: <i>(Check appropriate box and insert name on line.)</i> <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Superintendent or designated administrator <input type="checkbox"/> Elected Board member		
<input type="checkbox"/> Access denied <input type="checkbox"/> Access unavailable. Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c) .		

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (*Swanson v. Board of Police Commissioners*, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible

civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date _____

DATED: January 17, 2017

Komarek SD 94
