

Policy 930

Open Meetings Policy

A. Introduction

The Illinois Open Meetings Act [[5 ILCS 120/](#)] was enacted to protect the citizens' right to know the actions and reasoning of public body decisions, since the purpose of a public body is to assist the people. The statute fosters open meetings and is construed against closed meetings. The Act is important to local government because it contains the rules and requirements for all meetings, notifications, and manner of conducting them.

The Act applies to all library boards and any subsidiary bodies including but not limited to committees and subcommittees that are supported in part by tax revenues.

The Open Meetings Act defines a meeting as "any gathering of a majority of a quorum" of the members of a public body held for the purpose of meeting to discuss public business, regardless of what communication format is used. *(from Administrative Ready Reference, 3rd edition)*

B. Meetings

In accordance with the Illinois Open Meetings Act for public agencies (5 ILCS 120/2.02), it shall be the policy of the Sugar Grove Library to adopt an annual schedule of Board meetings with the time and place noted.

An agenda will be followed, and made available 48 hours in advance as to properly inform the public of the Board's business. Meetings will follow the standard and accepted Robert's Rules of Order, with ample time for public comment.

Any special meetings, committee meetings, or other meetings shall be held only in accordance with this act, as appended.

As provided in Section 2.05 of the above-mentioned act, any person may record the proceedings at open meetings by tape, film, or other means. These recording procedures will not be allowed to disrupt the meeting and must be done quietly and inconspicuously.

C. Provisions

The Library will follow all applicable provisions of the Open Meetings Act as required by law. The Act is incorporated as a reference to this policy.

Board Approved 6/26/19