

**BYLAWS  
OF  
ST. PETRONILLE PARISH SCHOOL BOARD  
GLEN ELLYN, ILLINOIS**

ARTICLE I

OFFICERS

Section 1. Officers. The officers of the St. Petronille Parish School Board (hereinafter the "Board") shall include a President, Vice President, and Secretary.

Section 2. Duties of the Officers.

a. The President shall supervise and direct the work of the Board. The President shall preside at all regular, special, and executive meetings of the Board and shall serve as a spokesman for, and a representative of, the Board in its relations with other groups. The President shall prepare the agenda for meetings with the Principal. The President shall have the authority to assign additional duties and responsibilities to individual Board members and organize committees and appoint chairpersons.

b. The Vice President shall perform all of the duties of the President in the absence of the President.

c. The Secretary shall record attendance, take minutes at all business meetings of the Board, and distribute such minutes to Board members during the week following the meeting. The Secretary shall send a packet to all Board members at least one week prior to the meeting, which contains the meeting agenda and any relevant documents. The Secretary shall publicize the meeting agenda and any prior meeting's approved minutes on or before the Thursday prior to the regular Board meeting. The Secretary shall preserve all correspondence and other documents as directed by the Board.

Section 3. Election. The election of Board officers shall take place annually at the regular June meeting, immediately following the installation of new members. Candidates shall first be nominated from among the elected members and shall be elected by secret ballot. The election shall be conducted by the outgoing President, Vice President or Secretary in said order.

Section 4. Term. Each officer shall hold office for a term of one year. Whenever a vacancy occurs in any office, the Board shall elect a replacement to fill the vacancy until the next annual election.

Section 5. Removal. Any officer may be removed by a vote of six of the elected members.

## ARTICLE II

### MEETINGS

Section 1. Regular and Special Meetings. The Board shall hold regular meetings in a publicly designated room on the fourth Monday of each month or at such other time as set by the President with the approval of the Board. Special Board meetings may be called by the President, the Pastor or any three elected Board members. If time permits, notice of special meetings to Board members shall be given twenty-four hours in advance stating the nature of the meeting, the time, and the location.

Section 2. Open Meetings. All regular and special meetings of the Board shall be open to all interested parties. Executive or closed sessions may be held as deemed necessary by the President. Decisions made in such executive or closed sessions must be presented and voted on at open meetings before becoming effective.

Section 3. Agenda. The Board shall publish meeting agenda at least one week prior to regular meetings and as time permits in the case of special meetings. The ordinary order of business may be changed at any meeting by the President. The ordinary order of business shall be:

- I. Call to Order
- II. Opening Prayer
- III. Official Delegations
- IV. Recommended Actions
  - A. Routine Matters
    1. Approval of Minutes
    2. Acceptance of Agenda
  - B. Old Business
  - C. New Business
- V. Information/Communications/Reports
  - A. Non-Staff Communications and Reports
  - B. Principal's Report
  - C. Board Members' Reports
- VI. Future Business/Events
  - A. Next Meeting
  - B. Preview of Topics for Future Agendas
  - C. General Discussion to Guide Future Recommendations
- VII. Adjournment
- VIII. Closing Prayer
- IX. Executive Session

### ARTICLE III

#### QUORUM AND METHOD OF ACTING

A majority of the elected members shall constitute a quorum for Board meetings. The vote of a majority of the elected members present and voting shall be necessary for the adoption of any matter voted upon by the members except as otherwise provided herein. If a quorum is not present at any meeting of the members, a majority of the members present may adjourn the meeting without further notice.

### ARTICLE IV

#### RULES OF PROCEDURE

Unless otherwise specified by the Board, the procedural rules of this Board shall be in accordance with the rules set out in Robert's Rules of Order.

### ARTICLE V

#### VISITOR PARTICIPATION IN BOARD MEETINGS

Section 1. Commentary on Agenda Items. Visitors at regular and special meetings of the Board will be given an opportunity to express their viewpoints on any agenda matter under discussion at the discretion of the President. Each visitor will be restricted to a three-minute period in which to make comments. The remarks must be directed to the matter under consideration and debate with individual members of the Board on the subject will not be permitted.

Section 2. Request for Inclusion of an Item on the Agenda. Members of the parish may submit in writing to the Board President any issues or proposals that they desire to be included on the meeting agenda. Such submission must be made ten days prior to the Board meeting. If the President and the Principal determine that the issues or proposals fall within the scope of Board jurisdiction, then such items will be placed on the upcoming meeting agenda. The rules in Section 1 above governing commentary at Board meetings will apply to comments made in connection with these agenda items.

### ARTICLE VI

## MISCELLANEOUS

Section 1. Board Goals and Objectives. The Board shall establish annual goals and objectives.

Section 2. Board Evaluation. The goals, objectives, and activities of the Board are to be evaluated in the spring of each year by members of the Board using an agreed upon instrument of evaluation.

## ARTICLE VII

### AMENDMENTS

These Bylaws may be amended at any regular meeting by the Pastor or by a vote of six members of the Board with the approval of the Pastor.

Adopted: 1975  
Revised: 1976, 92, 93, 94, 04  
2007