

PURE TIP SHEET

LSC meeting “cheat sheet”

Keep these 2 pages in front of you during your LSC meetings to answer those pesky process questions!

QUORUM

■ **Do we have** enough members **present to do business?**

Yes, if you have at least **6 for elementary LSCs** and **7 for high school LSCs**.

The number of members who *must* be present for the LSC to do business (a quorum) is *set by law*.

You need a quorum to do business (vote) at any meeting- *the quorum number never changes*.

If you don't have a quorum, you can still discuss agenda items but you may not vote on anything.

VOTES

■ **Were there** enough votes **to pass a motion?**

Yes, if you follow the rules in the following charts for regular and special motions.

Voting Rules for Regular Motions

These numbers are based on the number of VACANCIES on your LSC.

Members currently serving	Number of votes REQUIRED to pass a motion- high school LSC	Number of votes REQUIRED to pass a motion- elementary LSC
12	7	---
11	6	6
10	6	6
9	5	5
8	5	5
7	4	4
6	no quorum	4
5	no quorum	no quorum

Voting Rules for special motions

These numbers are set by law and never change.

Specific exception to regular voting rules	Number of votes REQUIRED - high school LSC	Number of votes REQUIRED - elementary LSC
Direct selection of new contract principal	7	7
Transfer of funds	8	7
Request the CEO to draft dismissal charges against principal	7	7

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■ What's the best way to carry out LSC business efficiently and effectively?

Effective LSC meetings consist mainly of approving minutes, hearing brief reports, and taking action (making and voting on motions). Minutes and reports should be in writing and handed out a few days before the meeting. Minutes should not be read in their entirety or debated endlessly. Any necessary corrections to the minutes should be made in the form of a motion.

MAKING MOTIONS to take action: The action part of the agenda should consist of

- ✓ motions made (what you plan to do)
- ✓ motions seconded (more than one person supports motion)
- ✓ debate on the motion (all sides of an issue are heard)
- ✓ calling the question (close out the debate), and
- ✓ taking the vote (don't forget to vote!!). Check the charts - make sure you have enough votes.



■ Did we meet the notification requirements of the Open Meetings Act?

Yes*, if 1) the agenda for every LSC meeting is posted at least 48 hours prior to that meeting, 2) special, emergency, or “called” meetings are called by the chair or four or more LSC members (*signatures are not required*), 3) all members receive written notice of special meetings, and 4) all items you expect to vote on were listed on the posted agenda.

What if we don't meet these notification requirements? Legally, the consequence of not meeting these requirements is the possibility of a circuit court review, but only if someone has filed a formal complaint with the court within 60 days of the meeting in question. The evidence is strong that LSCs take their responsibilities under the OMA seriously; to date, no LSC has been charged with a violation of the OMA. Unfortunately, CPS staff has a history of using the threat of OMA violations to pressure LSCs to cancel meetings or interrupt a legitimate LSC vote. Don't let them interfere with your LSC taking care of important business.

**Please note that there are other requirements of the Open Meetings Act which are not discussed here, including when to close meetings, legal requirements for minutes, and other issues. Please review your LSC training material and look at the Illinois Guide to the Open Meetings Act on the Attorney General's web site, http://www.illinoisattorneygeneral.gov/government/open_meetings.html. Call PURE (312/491-9101) if you have any questions about the OMA or any other LSC meeting questions.*



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