

## **Executive Board**

### **Qualifications, Term, and Duties of Board Officers**

The Executive Board officers are: Chair, Vice Chair, and Secretary. The positions of Chair and Vice Chair are elected or appointed by the Board annually at a duly called meeting. The position of Secretary is delegated to a confidential MPSED employee. The Board will utilize a report from Decatur for the Treasurer's report, and the Joint Agreement will not elect a Treasurer position.

#### **Chair**

The Board elects a Chair from its members for a one-year term. The duties of the Chair are to:

1. Preside at all (regular, special, and emergency) meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official Joint Agreement documents requiring the Chair's signature, including Board minutes;
7. Call special meetings of the Board;
8. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act (OMA);
10. Serve as or appoint the Board's official spokesperson to the media;
11. Except when the Board Chair is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official; and
12. Ensure that all fingerprint-based criminal history records information checks, screenings, and sexual misconduct related employment history reviews (EHRs) required by State law and policy 5:30, *Hiring Process and Criteria*, are completed for the Director.

The Chair is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice Chair fills a vacancy in the position of Chair.

#### **Vice Chair**

The Board elects a Vice Chair from its members for a one-year term. The Vice Chair performs the duties of the Chair if:

1. The office of Chair is vacant;
2. The Chair is absent; or
3. The Chair is unable to perform the office's duties.

A vacancy in the Vice Chair position is filled by a special Board election.

#### **Secretary**

The position of Secretary is delegated to a confidential MPSED employee. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the

Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the Chair, before submitting them to the administrative agent at such times as the administrative agent may require;
4. Arrange public inspection of the budget before adoption;
5. Publish required notices;
6. Sign official Joint Agreement documents requiring the Secretary's signature;
7. Maintain Board policy and such other official documents as directed by the Board; and
8. Record all closed meeting minutes.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election. The MPSED Bookkeeper receives the Decatur Treasurer's report and creates a report to include in the Board packet.

LEGAL REF.: 5 ILCS 120/7, Open Meetings Act.

5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, and 5/17-1, 5/21B-85, and 5/22-94.

CROSS REF.: 2:80 (Board Member Ethics), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:220 (Board of Directors Meeting Procedure); 5:30 (Hiring Process and Criteria)

ADOPTED: February 19, 2026