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Priority Briefing

### NEW DEADLINE FOR APPROVING BOARD MINUTES

Effective January 1, 2011, there will be a new deadline for public bodies to approve their minutes.

On August 23, 2010, Governor Pat Quinn signed into law Public Act 96-1473, which amends the Open Meetings Act in the following ways:

- **School boards and other public bodies must approve the minutes of each open meeting within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.** Previously, while boards had to maintain minutes, there was no deadline for approving them. However, there is still no deadline for the approval of **closed** session minutes.
- The time at which minutes must be available for public inspection, both in person and on the district website, has been pushed back from 7 days to 10 days after approval. Note that this is **10 calendar days** and does not require a request under the Freedom of Information Act.
- Any person must be given an opportunity to address public officials under such rules as established by the public body. This new provision should have little effect for school boards because the School Code has long required a time for public comments at all regular and special meetings of the board.

Please be sure to revise your board policies, agendas, and practices accordingly.