# Rules of Procedure for the Military Interstate Children's Compact Commission State Task Force

**Adopted Jan 23, 2025,**
**Amended August 27, 2026**

The Military Interstate Children's Compact Commission (MIC3) Task Force operates pursuant to the authority of (105 ILCS 70/1).

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## Section I—Declaration and Purpose

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| Section 1.1 | The MIC3 State Task Force, in order to fulfill its statutory purpose and responsibilities under (105 ILCS 70/1) and to serve the citizens of Illinois, hereby establishes Rules of Procedure to direct its operations. It is the purpose of these Rules of Procedure to clarify the means by which the Task Force will perform its functions, delegate authority without avoiding responsibility, and respond to the requirements of its legislative mandate. |
| Section 1.2 | Pursuant to (105 ILCS 70/1), the MIC3 State Task Force is created to remove barriers to educational success imposed on children of active duty military personnel because of frequent moves and deployment of their parents. |

## Section II—Membership and Officers

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| Section 2.1 | Members of the *MIC3 State Task Force* are selected pursuant to the appointment specifications noted in (105 ILCS 70/1). |
| Section 2.2 | Vacancies in membership will be filled in accordance with the appointment authority detailed in (105 ILCS 70/1). |
| Section 2.3 | The Chairperson shall be a member of the Task Force and shall be appointed by the Governor. |
| Section 2.4 | The Vice-Chairperson shall be a member of the *MIC3 State Task Force* and shall be elected by the Task Force. Upon written direction from the Chairperson, the Vice-Chairperson shall fulfill duties as designated by the Chairperson. |
| Section 2.5 | The State Council may grant ex-officio membership for certain organizations and positions. This membership may apply to, but is not limited to, service school liaisons and state-wide organizations that serve K-12 students attending public schools. Ex-officio members may attend all meetings, engage in discussions, and contribute their expertise; however, they are not eligible to vote.<br>Ex-officio members are expected to act in the best interests of the State Council, share their insights, and actively contribute to its initiatives. Importantly, the State Council may designate the ex-officio membership to a specific position within the member organization and thus transfers automatically to the individual holding the position in the event of a transition within the member organization.<br>The State Council may review ex-officio membership on an annual basis and may revoke membership at its discretion if the member fails to fulfill the responsibilities or if the State Council determines the membership no longer aligns with its goals or needs. |

## Section III—Meetings

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| Section 3.1 | All meetings of the Task Force, including committee meetings and public hearings, shall be open to the public and comply with the Open Meetings Act. |
| Section 3.2 | Regular meetings of the Task Force shall be held at a time and location determined by the Chairperson in consultation with designated staff from the Illinois State Board of Education (ISBE). The Chairperson, at his/her discretion, may cancel or reschedule any regular meetings by written notice within a reasonable time prior to the scheduled meeting date. The time and place of all such meetings scheduled or rescheduled shall be given to the Task Force members at least seven calendar days prior to this meeting date. |
| Section 3.3 | Special meetings of the Task Force may be called at the discretion of the Chairperson in consultation with designated ISBE staff or by request of a majority of Task Force members. An Agenda, together with a notice of the time and place of any such meeting, must be provided to the Task Force members at least five calendar days prior thereto. Only matters contained in the Agenda shall be discussed at any special meeting. The Chairperson may cancel a special meeting at his or her discretion, provided that a meeting called by the Task Force members may be canceled only by the consent of a majority of the Task Force members. |
| Section 3.4 | The Chairperson shall prepare an Agenda of business scheduled for deliberation prior to each regular meeting. The approval of Minutes from the previous meeting and a public comment opportunity shall be included on each Agenda. The Agenda shall be distributed to the members of the Task Force at least seven calendar days prior to a scheduled meeting. Any member may have an item placed on the Agenda by notifying the Chairperson of his or her desires in that regard in writing at least seven days prior to the Task Force meeting. Such notification should also include a copy of any written materials that the member wishes to distribute to the Task Force. In addition, there shall always be a category titled "New Business" for the initiation of emergent matters on every agenda, except on a special meeting. |

## Section IV—Conduct of Business

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| Section 4.1 | In order to transact business, a simple majority of those appointed to the Task Force must be present at the initial roll call at the commencement of any regular or special meeting to constitute a quorum. Task Force members attending in person, by video teleconference, or by telephone, as permitted by the Open Meetings Act, shall be considered present for the purpose of establishing a quorum. If a quorum is not present at the scheduled time of the meeting, the Chairperson may continue a roll call for a reasonable time. Thereafter, **if a quorum is not reached, the meeting may not continue**. Official action may be taken if and when a quorum is subsequently reached. |
| Section 4.2 | A majority of those voting (defined as those who cast "yes" or "no" votes) on a motion shall be sufficient to pass and make it the official act of the Task Force. Motions shall be made and seconded by Task Force members before being called for a vote. A motion shall not be made and seconded by the same Task Force member. |
| Section 4.3 | The Chairperson shall have the right to call for a vote by voice vote in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The Minutes shall reflect the results of each roll call. |

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| Section 4.4 | Proxy votes shall not be permitted. ATask Force member must be present to record his or her vote and to present a motion or motions. |
| Section 4.5 | Minutes of each meeting shall be approved by theTask Force as required by the Open Meetings Act. Copies of the approved Minutes shall be posted online within 10 calendar days after Council approval and made available to anyone who requests them in accordance with the Open Meetings Act. |
| Section 4.6 | Members of the public may comment at each meeting subject to reasonable constraints. Participants are expected to follow these guidelines:<br>1. Address the Task Force only at the appropriate time as indicated on the Agenda and when recognized by the Chairperson.<br>2. Identify oneself and be brief. Ordinarily, comments shall be limited to five minutes.<br>3. In the interest of time, the Chairperson may shorten public comment to give the maximum number of participants the opportunity to speak.<br>4. Conduct oneself with respect and civility toward others. |

**Section V—Committees**

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| Section 5.1 | The Chairperson may create committees in consultation with designated ISBE staff and shall appoint all committee members, chairpersons and vice-chairpersons, all of whom shall serve at his or her pleasure. Committee activities shall be consistent with the provisions of these Rules of Procedure and governed by the actions of the Chairperson and/or the Task Force. |
| Section 5.2 | Committees shall exercise those powers as are appropriate to their mission and responsibility. They also shall have such other powers and duties as designated by the Chairperson. Committee reports and recommendations shall be submitted to the Chairperson within the time prescribed by him or her and they shall be advisory only. |
| Section 5.3 | Committee meetings shall be scheduled by the Chairperson or the committee chairperson in consultation with the Board and shall be subject to provisions of Section III of these Rules of Procedures |
| Section 5.4 | In order to transact business, a majority of those appointed to a committee must be present at the initial roll call at the commencement of any regular or special meeting. Committee members attending in person, by video teleconference, or by telephone, for purposes of establishing a quorum as permitted by the Open Meetings Act, shall be considered present. If a quorum is not present at the scheduled time of the meeting, the committee chairperson may continue a roll call for a reasonable time. Thereafter, if a quorum is not reached, the meeting may continue, provided no official action is taken. If a quorum is subsequently reached, official action may be taken at that time. |

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| Section 5.5 | The provisions of Sections 4.2 through 4.6 apply to committees of the Task Force and the committee chairperson shall fulfill the role of Chairperson for committee meetings. |

## Section VI—Administrative Support

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| Section 6.1 | Designated ISBE staff shall provide administrative support to the Task Force. |
| Section 6.2 | Designated ISBE staff shall create and maintain a website for the Task Force that shall serve to inform the public about the Task Force. |

## Section VII—Ethics and Sexual Harassment Training, Open Meetings Act Training, and Conflicts of Interest

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| Section 7.1 | All members of the Task Force shall annually complete the mandatory ethics training for members of Illinois boards and commissions. A signed acknowledgment of completion of the training shall be submitted to designated ISBE staff and kept for each Task Force member. |
| Section 7.2 | All members of the Task Force shall annually complete the Open Meetings Act training available on the website of Illinois Attorney General, and any other such training as assigned by the Governor's office. A certificate of completion shall be submitted to designated ISBE staff and kept for each Task Force member. |
| Section 7.3 | No Task Force member shall accept any stipend, fee, gratuity, or consideration of any kind or nature from any person, unit, agency, or organization for the purpose of influencing a vote, decision, or recommendation of a member on a matter before the Task Force. |
| Section 7.4 | No Task Force member shall receive any funds related to recommendations made by the Task Force. |
| Section 7.5 | The decision of the Chairperson with respect to conflict of interest situations shall be final unless the situation involves the Chairperson, in which case the Vice-Chairperson's decision shall be final. |

**Section VIII—Robert's Rules of Order**

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| Section 8.1 | All matters not covered by these Rules of Procedure shall be governed by the latest edition of Robert's Rules of Order. |

**Section IX—Adoption and Amendments to Rules of Procedure**

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| Section 9.1 | Adoption or amendment of these Rules of Procedure shall require a two-thirds vote of the Task Force members voting at an official meeting that has been properly noticed as required by these Rules of Procedure. Amendments shall be proposed only by members during a regular meeting of the Task Force and voted upon during the next regular meeting. |
| Section 9.2 | A complete electronic copy of these Rules of Procedure shall be posted on the website required by Section 6.2. |

## Amendments

The following amendment was adopted at the quarterly Illinois MIC3 Commission meeting held on August 27, 2026:

- Section 2.5 - Ex Officio Membership