



## BOARD OF TRUSTEE MEETINGS BYLAW

**Board Bylaw: 1.1000**  
**Policy Number:**  
**Subject Area: Board of Trustees Bylaws**  
**Adopted: 12/18/2023**  
**Revised: 01/25/2021**

### BOARD MEETING

The President or his representative shall attend all meetings of the Board and shall inform and advise the Board with respect to the operation of the College.

All meetings of the Board shall be open to the public, except for specific exceptions as provided for in the Illinois Open Meetings Act. Members of the public may address the Board at any official meeting in regard to any item on the agenda; however, the Board reserves the right to reasonably limit the time of participation to permit the presentation of all pertinent points of view and information bearing upon a matter before it. Further, the Board is not legally permitted to act upon new items introduced at a Board meeting which are not on the agenda.

Upon a majority vote of a quorum present and in accordance with the Illinois Open Meetings Act, the Board may recess any open meeting for a closed or executive session. Any motion to enter a closed or executive session shall state the justification therefore. No final action shall be taken by the Board during any closed or executive session or meeting. No vote of any Board member may be recorded by secret ballot.

### NOTIFICATION TO MEMBERS

Board members will receive agendas for all regular meetings at least forty-eight hours prior to the meeting

### ANNUAL ORGANIZATIONAL MEETING

In accordance with applicable law, the annual organizational meeting of the Board during odd-numbered years will be held on or before the 28th day after the election.

In even-numbered years when there is no Board of Trustees election, the annual organizational meeting to elect officers will be held at the regular April Board meeting.

### ADJOURNED MEETINGS

A regular meeting may be adjourned to a future date upon a majority vote of the Board and consistent with the Illinois Open Meetings Act.

### REGULAR MEETING CHARACTERISTICS AND ACTIONS: TIME, DATE AND LOCATION

The date, time, and location of the regular monthly Board meetings will be determined at the Board's annual organizational meeting. Notice of the regular meeting schedule will be provided and made available in accordance with the Illinois Open Meetings Act.

The regular monthly meeting date, time, and/or location can be changed at any regular meeting by Board action. Additionally, the Chairman of the Board or any four Board members may change a regular monthly Board meeting if (1) all Board members receive notification of the change by certified mail, by email, or by hand-delivery (signed receipt required), at least seventy-two hours prior to the new meeting time and (2) notice to the public is given in accordance with the Illinois Open Meetings Act.

### CONSTRUCTION OF AGENDA

The Board will be provided with an agenda for all meetings, which will constitute the sole subject matter for action by the Board at that meeting. This refers to action items only and does not preclude discussion regarding other subjects.

The agenda shall be prepared by the President and the Board Chairman, who shall determine its contents and order. Requests by Board members and the public to add items or for changes to the agenda shall be directed to the President's Office no later than fourteen (14) calendar days prior to the meeting.

### ORDER OF BUSINESS

The order of business will generally follow this format:

- Call to Order
- Roll Call
- Recognition of Visitors
- Partnership Agreements
- Public Comment
- Consent Agenda

- Report of Administrative Officers
- Old Business
- New Business
  - Executive/Closed Session
  
- Board/President Reports and Recommendations
- Future Agenda Items
- Informational
- Adjournment

The order outlined above does not preclude other issues from being discussed or acted upon, within the legal requirements of the Illinois Open Meetings Act. The Chairman or Acting Chairman may alter the order of business during a regular meeting with the consent of a majority of the members at the meeting.

#### **RULES OF PROCEDURE**

Board meetings will follow the parliamentary procedures established in Robert's Rules of Order, Newly Revised, 12th edition. The Chairman will recognize speakers and impose reasonable time limits, if required, on the speakers. A majority of the Board members present may vote to overrule the Chairman's decision on imposing time limits.

#### **Approval History**

Replaces Board Meeting 1.553; Notification of Members 1.601; Regular Meeting Characteristics and Actions: Time, Date and Location approved December 18, 2003; Meeting Characteristics and Actions: Open Meetings Act 1.603 Approved August 24, 2020; Construction of Agenda 1.604 Approved February 19, 2004; Order of Business 1.605 Approved October 25, 2015 and February 19, 2004; Annual Organizational Meeting 1.450 Approved November 18, 2004; Adjourned Meetings 1.607 Approved February 19, 2004; Rules of Procedure 1.606 Approved May 18, 2006