



BOARD BYLAWS AND POLICIES AND PROCEDURES BY LAW

Board Bylaw: 1.0000
Subject Area: Board of Trustees Bylaws
Adopted: 01/25/2024
Revised: 01/25/2021

Bylaws describe the Board organization, procedures, functions, and methods for the management of its own business.

Bylaws of the Board may be amended or adopted at any regular or special meeting of the Board. A 5/7 majority vote of the Board membership is required, provided that notice of the intention to change, amend, or add to the bylaws in whole or in part shall (1) be included in the meeting agenda and (2) have been presented at least one regular Board meeting prior to the meeting at which the change is considered by the Board.

Policies are basic assumptions and general principles recommended by the College administration and approved by the Board of Trustees to guide the College administration, faculty, and staff in the management of College operations.

A majority vote of the Board membership is required, provided that notice of the intention to change, amend, or add to the policies in whole or in part shall

- be included in the agenda of any regular or special meeting and
- have been presented at least one regular Board meeting prior to the meeting at which the change is considered by the Board unless one of the readings is waived by the Board as stated below.

The Board has the discretion to waive the final reading and approve a policy after only a first reading, if a majority of the members feel it will be in the best interest of the College to do so. The Board also has the discretion to require more than two readings of a policy for approval. Policies brought to the Board for adoption or amendment shall be developed pursuant to Board Policy 2.0000.

Policies adopted by the Board are not intended to create a promise or binding agreement or contract between Kaskaskia College and any of its employees or students. Kaskaskia College reserves the sole discretion to change the content or application of policies and procedures. Such changes can be implemented whether or not they have been communicated, printed, or posted to the College Policy and Procedure Manual. Policies shall be reviewed and revised as needed to maintain accuracy and relevance.

Rules and procedures are specific methods and courses of action taken by the College administration, faculty, and staff in implementing the policies that are adopted by the Board of Trustees.

All such rules and procedures shall be provided to the Board for informational purposes at the time policies are considered for adoption or amendment. Due to the need to consistently change procedures to meet new legal requirements, new technology needs, and to improve efficiency, the College President is authorized to approve all new and revised procedures for implementation of Board policy. After final approval of procedures by the President, they will be communicated electronically to College employees and compiled in electronic format in the Kaskaskia College Policy and Procedure Manual. All employees are responsible for knowing the content of the policy and procedure manual. The Board shall also have electronic access to the policy and procedure manual.

Nothing in this document shall be construed to limit the right of the Board of Trustees to change, alter, amend, or repeal any of its bylaws, policies, procedures, rules, or regulations or any other provisions herein.

Approval History: Replaces Board Bylaws 1.750, July 15, 2004, and Board Policies 1.751, July 15, 2004 and December 14, 2015, Right to Amend, Change or Appeal 1.80, Approved July 15, 2004, Rules and Procedures 1.752 Approved July 15, 2004 and December 14, 2015