Meetings of the Board
Administrative Procedure **AP 109.1**

Meetings

The Board of Trustees will conduct eleven 11 board meetings per year, with no meetings scheduled in the month of January. The meetings are scheduled for the third Wednesday of each month at 6:00 p.m. This does not prevent a special meeting being called by the Board Chair if necessary.

Business Order

Generally, meetings of the Board of Trustees will have the following agenda order of business:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction
5. Special Report
6. Consideration of Items from the Floor
7. Public and Employee Comment; Public Hearing
8. President and Committee Reports
9. Consent Agenda
10. Grants
11. Business Items
12. Discussion Items
13. Notices and Communications
14. Other Items
15. Closed Session (if necessary)
16. Adjournment

Agenda Items

Board Members are encouraged to submit agenda items to the Board Chair or the President for consideration.

At any regular meeting any matter may be addressed for discussion, but no action may be taken unless that matter has been placed on the agenda.

At a special meeting only matters on the agenda may be discussed, additional items will not be addressed.

Agenda items should be submitted to the Board Chair, or the President, for consideration at least one (1) week prior to the Board meeting. During regular meetings, at the discretion of the Board Chair or a majority of the Board members present, items of business not included on the agenda may be introduced as discussion items from the floor by any Board member or the President and then discussed. The final written agenda of the business to be considered at a Board meeting

shall be prepared by the President, or the President's designee, in consultation with the Board Chair. The agenda, and, if practicable, related materials, shall be delivered to each Board member at least two (2) days prior to each meeting.

Posting agenda

In accordance with the Illinois Open Meetings Act, the agenda for all meetings must be posted at the Board's office and on its website and also provided to the news media or others as requested.

Not Public Forum

Meetings of the Board of Trustees are not forums for debate by the general public. With the exception of public hearings, and as part of the scheduled opportunity for public comment, or by action of the Board of Trustees, persons are not entitled to address, comment to, or ask questions of the Board during Board meetings or disrupt Board meetings.

Comment Period

At each regular and special meetings of the Board of Trustees which is open to the public, members of the public and employees of the Community College District are to be afforded time, subject to reasonable constraints, to comment to or ask questions of the Board. 110 ILCS 805/3-8.

Any person desiring to address, comment to or ask questions of the Board is required to file a written request with the President at least twenty-four (24) hours prior to the commencement of the meeting at which the person seeks to address the Board, setting forth with reasonable particularity the matter or matters to be discussed. Members are expected to comport themselves in a respectful, civil, and appropriate manner. At any meeting, the Board may impose such reasonable constraints on the comment period as shall be deemed appropriate under the circumstances. In general, however, the Board will limit any presentation by a person or group of persons presenting like comments or questions to five (5) minutes and the total time for all comments or questions at a meeting to a total of fifteen (15) minutes reasonably apportioned by the Chair among those desiring to address the Board. Where a matter is raised that would be appropriate for closed session the Board may vote to have the presentation in closed session.

Public Hearing

When the Board holds public hearings, members of the public will be afforded a reasonable opportunity to address the Board with respect to the subject matter of the hearing as required

by law, subject to reasonable constraints determined by the Board under the circumstances.

Motions

A motion made by a member of the Board of Trustees does not require a second to be voted upon unless a second is required by law, the nature of the motion made, or by action of the Board. Although a second is not required, a motion may be seconded.

Voting

A majority of the full voting membership of the Board of Trustees (not considering the Student Trustee) shall constitute a quorum (110 ILCS 805/3-9). When a vote is taken upon any measure before the Board of Trustees, a quorum being present, except as may otherwise be provided by law*;* a majority of the members voting on the measure shall determine the outcome thereof. 110 ILCS 805/3-9. An example where a majority vote of all the members is required is the dismissal of a tenured faculty member for cause. 110 ILCS 805/38-4. An example where a super-majority is required (2/3rds) is for certain leases of equipment, machinery, buildings, or land. 110 ILCS 805/3-38

A roll call vote is required on all matters involving the expenditure of money, to go into closed session, or as otherwise required by law. At the option of the Board Chair or at the request of any Board member, a roll call vote on any motion or measure will be taken and recorded.

Parliamentary Procedures

The Board may discuss a matter on which action may be sought without a motion being made. The Board may informally invite or allow discussion, comments or questions without formal Board action from the President, the Board legal counsel*,* staff members and others. The rules of order of all meetings shall be at the discretion of the Board Chair or other presiding officer. Compliance with parliamentary procedures is not required. However, in the event any Board member requests, the rules of order shall be in accordance with Roberts Rules of Order Revised.

Open Meetings Act Training Requirements

Each Board Member is required to receive training in compliance with the Illinois Open Meetings Act. Training must be completed within 90 days after being seated as a Board Member. A copy of the certificate of completion must be provided to the Executive Assistant to the President. 5 ILCS 120/1.05).

The Executive Assistant to the President is designated to receive training on compliance with the

Illinois Open Meetings Act. Training is to be completed within 30 days after assuming that position and each subsequent calendar year thereafter. (5ILCS 120/1.05). No other employees, officers, or members are designated to receive training, but the President and members of the President's cabinet are encouraged to access the training available to the general public.

Electronic training is made available by the Public Access Counselor at:

https://www.illinoisattorneygeneral.gov/open-and-honest-government/pac/

Minutes

Written minutes shall include, but need not be limited to:

- The date, time, and place of the meeting,
- The Board members recorded as either present or absent,
- A summary of the discussion of all matters proposed, deliberated, and/or decided,
- A record of any votes taken

Closed session minutes review and disclosure

The Board of Trustees shall review closed session minutes semi-annually. Unless otherwise prescribed, the Board shall review at a regular Board meeting in closed session during the months of April and October of each year.

A copy of the closed session minutes shall be sent to all members of the Board prior to their regular April and October meeting for review. The Board will review these minutes in closed session and upon return to public session shall make a recommendation of those minutes as follows:

- Need for confidentiality still exists to all of the minutes,
- Need for confidentiality no longer exists to all of the minutes,
- Need for confidentiality exists as to parts of the minutes but not all of the minutes, with specification to such parts that need to remain confidential.

Review, Destruction, and Disclosure of Closed Meeting Recordings

The closed session recordings shall also be reviewed for destruction in April and October. The Board shall upon return to public session make a recommendation of those minutes as follows:

Closed session tapes are kept for eighteen months and recommended for destruction to be destroyed. No individual is allowed to listen to the audio recordings unless authorized by a judge.

Unless another person is designated by the Secretary to do so, the President or the President's designee is authorized to destroy or provide for the destruction of any recordings authorized for destruction by the Board of Trustees.

Except in actions brought to enforce the Open Meetings Act and then, in the manner provided by the Act, the recordings of closed meetings shall not be open for public inspection or subject to discovery. The Board of Trustees, however, may consent to disclosure or allow the release of a recording upon a determination being made that a recording no longer requires confidential treatment. In no event shall records be disclosed in violation of the privacy or confidential provisions of state or federal law.

Primary Responsibility: Board of Trustees; Legal Counsel

Approved by Cabinet 05.08.2018;