



QUICK SURVEY RESULTS

Rules for Electronic Attendance at Board Meetings

March 30, 2022

A total of 24 colleges/districts responded to ICCTA's Quick Survey on RULES FOR ELECTRONIC ATTENDANCE AT BOARD MEETINGS.

Before permitting a member to attend a meeting electronically, a public body must adopt and have in place rules allowing for members to attend electronically. The rules must conform to the requirements and restrictions of the Illinois Open Meetings Act, may further limit the extent to which attendance by other means is allowed, and may provide for the giving of additional notice to the public or further facilitate public access to meetings. 5 ILSC 120/7(c).

HAS YOUR BOARD ADOPTED RULES THAT ALLOW MEMBERS TO ATTEND ELECTRONICALLY?

YES – 17 (see attached for rules and policies)

- Danville, DuPage, Elgin, Harper, Heartland, Kaskaskia, Kishwaukee, Lake County, Lake Land, Moraine Valley, Parkland, Rock Valley, Sauk Valley, Southeastern, Spoon River, Triton, Waubensee

NO -- 7

- Highland

- Illinois Central: Our Board has not adopted rules, per se. However, our accessible public meeting format is via Zoom. If a Trustee is unable to attend a meeting in person, they can attend via Zoom, if able. That being said, they can only participate electronically if the reason for the absence meets the requirement in the Open Meetings Act. If the absence does not meet those requirements, they join online but do not participate in the meeting.
- Illinois Valley: The IVCC Board has **not** adopted rules that allow members to attend electronically. At the beginning of the Board meeting our Board Chair informs of the following: 1) The provisions related to the Open Meetings Act allowing for Board meetings to be virtual continue due to Governor Pritzker's most recent disaster proclamation and 2) it is the custom and practice of the college to record Board meetings and the meeting is being recorded both audio and video.
- Joliet
- Kankakee
- Oakton: All our board members are attending meetings in person, and there is no adopted rule to indicate otherwise.
- Shawnee: Here's the language from Section 3 of our Board Policy (B4003) on Board Meetings:
Attendance – Trustees shall only be permitted to participate in a meeting by attending in person unless permitted by Executive Order. Proxies are prohibited.

For more information, please contact:

Illinois Community College Trustees Association
401 E. Capitol Avenue, Suite 200 • Springfield, IL 62701
217-528-2858
www.communitycolleges.org

Danville Area Community College

Board Policy #1014 - Meetings Open to the Public.

A member of the Board of Trustees may participate electronically by a speaker phone or similar device that is audible to the audience. The following rules apply:

- A quorum of the board must be physically present at the actual location of the meeting. Absent members may not "call in" to make up a quorum.
- An absent member may be permitted to participate electronically only if he or she is prevented from physically attending the meeting due to:
 - a) Personal illness or disability;
 - b) Employment purposes;
 - c) Business of the public body;
 - d) A family emergency or other emergency.
- A member who wishes to attend electronically must notify the Secretary of the Board before the meeting unless it is "impracticable" to do so.
- All meeting minutes must reflect whether a member is present physically or electronically.



Remote Attendance for Board or Committee Meetings

A Trustee may attend Board meetings via video or audio conference call whenever it is not possible for the Trustee to attend in person due to personal illness or disability, employment purposes, College business, or family or other emergency, provided that the following conditions are satisfied:

- (1) A quorum of the members of the Board is physically present at the location of the meeting;
- (2) The Trustee has notified (i) the Chairman or Secretary and (ii) the College's Director of Legislative Relations of the need and reasons for remote attendance in advance of the meeting, unless advance notice is impractical;
- (3) The voice of the Trustee attending remotely must be broadcast at the meeting so that the voice is audible to the entire audience; and
- (4) The Trustee attending remotely must be present on the telephone line for substantially the entire meeting.

Electronic attendance shall be allowed for all qualifying reasons. Upon the provision of notice as set forth in Paragraph 2 above, the Director of Legislative Relations shall make appropriate arrangements for the Trustee's remote attendance at the meeting.

If the Trustee attending remotely would normally chair the meeting, the Vice-Chairman shall serve as Chairman for the meeting, or in the case of the remote attendance and/or absence of both the Chairman and the Vice-Chairman, the Board shall appoint a Trustee physically present at the meeting location to preside as Chairman *pro tempore*. The minutes of the meeting shall specifically reflect the Trustee(s) appearing by remote means.

The foregoing policy shall apply to any standing or ad hoc committee of the Board.

Authority: 5 ILCS 120/7; 110 ILCS 805/3-30.

History:

- Adopted 3/19/09
- Amended 1/21/21

Elgin Community College

GP 11: Remote Attendance

[New 9/9/14]

(Attendance by a means other than a physical presence)

1. Definitions

For purposes of this policy, the following terms shall have the following meanings:

- a. "Attend by electronic means" means attending by audio or video conference.
- b. "Meeting" means any gathering, whether in person or by video or audio-conference, telephone call, electronic means (such as, without limitation electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communications, of a majority of a quorum of the members of the Board of Trustees held for the purposes of discussing public business.
- c. "Public building" means any building or portion thereof owned or leased by any public body.

2. Electronic Participation

- a. If a quorum of the members of the Board of Trustees is physically present as required by Section 2.01 of the Illinois Open Meetings Act, (5 ILCS 120/7 (a) a majority of those members present may allow a member to attend the meeting by means of video or audio conference if the member is prevented from physically attending because of:
 1. personal illness or disability; or
 2. employment purposes; or
 3. business of the public body; or
 4. a family or other emergency,

3. Notification Requirements

- a. If a member wishes to attend a meeting by audio or video conference, then the member must notify the Board recording secretary before the meeting unless such advance notice is impractical.

4. Consideration of Request for Electronic Participation and Placement on the Agenda

- a. Consideration of a member's request for electronic participation shall occur immediately after roll call is taken.
- b. Such consideration shall appear on the agenda as "Consideration of and possible actions on any requests for electronic participation in meeting" and be placed on the agenda immediately following "Roll Call."
- c. Those members physically present shall consider whether any such request meets the requirements of Paragraph 2, and vote regarding whether such member may be allowed to participate electronically.
- d. Any member requesting to attend the meeting by electronic means must have such request approved by a majority vote of those members physically present.
- e. Any member requesting to attend the meeting by electronic means may participate in the debate on such question but may not vote on the approval of their own request.
- f. If more than one member requests to attend the meeting by electronic means, such requests will be considered in the order in which notification was received by the Board recording secretary as required in Paragraph 3.
- g. Any member whose request to attend the meeting by electronic means is

approved may not vote on the approval of any other member's request considered during that meeting, but may participate in any debate on the question.

- h. Any member whose request for attendance by electronic means is denied may continue to listen to and/or view the meeting via electronic means, but may only participate to the same extent in which a member of the public physically present at the meeting could participate.

5. Closed Sessions

- a. Any member's request to attend by electronic means only the closed session of any such meeting shall be considered and voted upon in one session and otherwise in accordance with the Open Meetings Act.

6. Other Remote Participation

- a. The Board of Trustees' legal advisor may attend an open or a closed meeting by electronic means without the requirement of such matter being put to a vote as required in Paragraph 4.

7. Reimbursement of costs associated with attendance by electronic means

- a. Reasonable costs associated with or occasioned by a member's attendance at a meeting by electronic means shall be reimbursable.

01.25.07 Electronic Attendance at Meetings

- A. A quorum of members must be physically present at the location of an open or closed meeting of the Board of Trustees.
- B. Minutes of all meetings shall specify if a member was physically present or present by means of a video or audio conference. Lack of such a specification shall be deemed to indicate that the member in question was physically present.
- C. Subject to the requirement of a quorum of members being physically present in the meeting location, members who are not physically present may participate in open or closed meetings by means of a video or audio conference as provided in this policy. Such electronic participation may be allowed only if the member is prevented from physically attending by (1) personal illness or disability, (2) employment purposes, (3) business of the public body, (4) a family emergency, or (5) another emergency.
- D. If a member wishes to attend a meeting electronically, the member must notify the Board Secretary before the meeting, unless advance notice is impractical. The Board Liaison is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice may be given in person or in writing, or by phone, facsimile transmission, or e-mail, and shall explain why the member cannot attend, with reference to one of the five categories specified in paragraph C above. The Board allows electronic attendance for qualifying reasons, as a matter of standing policy.
- E. Upon receiving notice of a member's intent to participate electronically, the Board Liaison shall make appropriate arrangements for the Board member to participate electronically, by obtaining contact information and arranging a speaker phone or other suitable device for the meeting room. The equipment shall be such as to enable persons attending the meeting (including those in the audience) to hear the member speak, and shall also allow the member who is attending electronically to hear other Board members and any person who addresses

the Board. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the member, so that the member can participate. If there is no quorum physically present at the meeting, the Board shall designate a person to contact the member and notify him/her of that fact.

- F. If the member who is attending electronically would normally chair the meeting, a president pro tempore who is physically present may be appointed.
- G. When a member attends a meeting electronically, all votes shall be by roll call vote. A member who is attending electronically must identify him/herself by name and be recognized by the chair before speaking.
- H. An open or closed meeting may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met:
 - The Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and the College is covered by the disaster area;
 - The Board chair determines that an in-person meeting is not practical or prudent because of the disaster;
 - All members of the Board participating in the meeting shall be verified and can hear one another and can hear all discussion and testimony;
 - For open meetings, members of the public physically present at the College can hear all discussion and testimony and all votes of the members of the body, unless attendance at the College is not feasible due to the

disaster, including the issued disaster declaration, in which case the College must make alternative arrangements and provide notice of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link;

- At least one member of the Board, legal counsel, or the College President is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration;
 - All votes are conducted by roll call, so each member's vote on each issue can be identified and recorded; and
 - Notice of the meeting is provided as required by 5 ILCS 120/7(e)(7).
- I. This policy shall apply to any subsidiary committee, subcommittee or other agency of the Board which is a "public body" under the Illinois Open Meetings Act and shall constitute the Board's "rules" regarding electronic attendance as permitted by 5 ILCS 120/7(c).

Heartland Community College

Attendance by a Means Other than Physical Presence

If a quorum of the members of the Board is physically present, a majority of the Board may allow a member of the Board to attend the meeting by other means if the member is prevented from physically attending because of personal illness or disability; employment purposes or the business of the Board; or a family or other emergency. "Other means" shall be by video or audio conference. If a member wishes to attend a meeting by other means, the member must notify the Recording Secretary before the meeting unless advance notice is impractical. (5 ILCS120/7(a)).



MEETINGS HELD BY TELECONFERENCE OR VIDEOCONFERENCE BY LAW

Board By Law: 1.1500

Policy Number:

Subject Area: Board of Trustees By Laws

Approved Date: 08/24/2020

According to the Illinois Open Meetings Act (P.A. 101-0640), the Kaskaskia College Board of Trustees may hold regular or special meetings by teleconference or videoconference if a quorum of Board members are physically present at the meeting location.

SB 2135 amends the Open Meetings Act permitting meetings without physical presence of a quorum when certain conditions are met. If a Trustee desires to participate via electronic means and meets the Open Meetings Act criteria for such participation, the Trustee must request such participation by contacting the Secretary or Clerk of the public body before the meeting unless advance notice is impractical.

If a meeting is held by teleconference or videoconference, it must be conducted in such a manner that allows all Board members participating, as well as the public, to hear each other at the same time. In the case of an executive/closed session being held by teleconference or videoconference, the requirement for the public to hear does not apply.

The same procedures and Rules of Order will apply to meetings held by teleconference or videoconference as apply to meetings held under regular procedures. In addition, all meetings held by teleconference or videoconference will be held in accordance with the Illinois Open Meetings

Approval History: Replaces Meetings Held by Teleconference or Videoconference 1.609 approved August 24, 2020

CHAPTER 1 Board of Trustees	SECTION NO. 1.05
REFERENCE 1.05.06 Electronic Attendance	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

If a quorum of the members of the public body are physically present as required by *Illinois Public Community College Act, 5ILCS 120/2.01*, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of:

1. personal illness or disability
2. employment purposes or the business of the public body
3. a family or other emergency

“Other means” is by video or audio conference and the voice of the conferencing member must broadcast at the meeting so that the voice is audible to the entire audience. When a member attends electronically he/she shall be entitled to provide voice votes and attend closed sessions.

If a member wishes to attend a meeting electronically, the member must notify the Board Secretary at least 48 hours before the meeting, unless advanced notice is impractical. The Executive Assistant to the President is hereby designated as the agent of the Board Secretary for purposes of receiving such notice. The notice shall include an explanation of why the member cannot attend, with reference to one of the three categories specified above. The Board allows electronic attendance for qualifying reasons listed in the Open Meetings Act. The audio or video equipment shall be activated at the beginning of the meeting, or at the time requested by the Board member (5 ILCS 120/7).

College of Lake County

129 REMOTE ATTENDANCE AT BOARD OF TRUSTEES MEETING

A Board member may participate in any open or closed Board meeting via video or audio conferencing if a quorum of Board members physically present and the member is prevented from physically attending because of:

- (1) personal illness or disability; or
- (2) employment purposes; or
- (3) business of the public body; or
- (4) a family or other emergency.

The Board shall follow the requirements and rules for remote attendance as set forth in the Illinois Open Meetings Act. 5 ILCS 120/7.

Consideration of a member's request for electronic participation shall occur immediately after roll call is taken. Any member requesting to attend the meeting by electronic means must have such request approved by a majority vote of those members physically present.

Adopted 06/26/07

Amended 02/28/17

Quorum of the Board

At all meetings of the Board of Trustees, whether regular or special, a majority of members physically present shall constitute a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act, which permit meetings without the physical presence of a quorum. The student Board member shall not be counted in determining a majority of the Board for voting purposes or for a quorum when counting a majority of the members voting on an issue. When a vote is taken upon any measure before the Board, a quorum being established, a majority of the members shall determine the outcome thereof. No action of the Board shall be invalidated by reason of any vacancy on the Board or by reason of any failure to select a non-voting student member.¹

Attendance by telephonic or electronic means is allowed at open meetings of the Board of Trustees. A Board member attending remotely may not be used to determine a quorum unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act. The courts have held that conferencing is not a *per se* violation of the Open Meetings Act. However, the Board member must be on a speaker phone audible to the audience at the live meeting, and the caller must be able to hear the participants at the meeting. If the disaster related exception does not apply, conferencing must be specifically approved by Board vote each time a member desires to attend remotely. Attendance by telephonic or electronic means is not permitted during closed sessions of the Lake Land College Board of Trustees unless specific conditions related to a disaster declaration are met per Illinois Public Act 101-064 (Article 15) and subsection 7(e) of the Open Meetings Act.

¹ 110 ILCS 805/3-9 Illinois Public Community College Act

Adopted November 9, 1998
Revised February 16, 2009
Revised August 10, 2020
Revised January 11, 2021

Bylaws of the Board

Quorum/Remote Participation at Meetings

A majority of the Board (four (4) members) shall constitute a quorum for the transaction of business and must be physically present at the meeting. When, through temporary absence of members during a meeting, the Board is reduced below a quorum, a recess may be taken until a quorum is present.

Remote participation by Board members at a regular, special, or committee meeting of the Board of Trustees may occur under the following circumstances:

- A. Permissible Reasons. A Board member may participate in a meeting by video or audio conference if that Board member's absence is necessitated by one of the following:
1. Personal illness or disability of the Board member.
 2. Employment purposes of the Board member.
 3. The Board member's participation in a matter relating to the business of the college.
 4. Family or other emergency involving the Board member.
- B. Prior Notice. A Board member desiring to participate at a meeting by video or audio conferencing must advise the President's Office as soon as is reasonably possible in order to facilitate the audio or video conferencing.

Legal Reference: *Illinois Public Community College Act*
110ILCS 805/3-9: District Board, Quorum, Majority Vote

Policy

Adopted: 4/20/70
Amended: 8/15/78
Amended: 5/18/93
Amended: 10/12/95
Amended: 11/16/06
Reviewed: 9/17/13

MORAIN VALLEY COMMUNITY COLLEGE
Palos Hills, Illinois

Parkland College

If a quorum of the voting members of the Parkland College Board of Trustees is physically present at a meeting, a majority of the Board may allow a Trustee to attend the meeting by other means if the Trustee is prevented from physically attending because of:

- 1). personal illness or disability;
- 2). employment purposes or business of the public body,
in whole or in part; or
- 3). a family or other emergency.

Other means is by video or audio conference.

If a member wishes to attend a meeting by other means, the Trustee must notify the secretary of the Board of Trustees before the meeting, unless advanced notice is impractical.

Rock Valley College

Rock Valley College has adopted rules for trustees to attend electronically, which follow the same limitations as in 5 ILCS 120/7(a). Below is the verbiage taken from the Board of Trustees Bylaws.

Board Member Attendance by a Means Other Than Physical Presence:

- A. If a quorum of Board members is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; or (iii) a family or other emergency. "Other means" is by video or audio conference.
- B. If a Board member wishes to attend a meeting by other means, the Board member must notify the Board Secretary of the College before the meeting unless advance notice is impractical.

Sauk Valley Community College

114.04 Remote Attendance for Board of Trustees Meetings

If a quorum of the members of the public body is physically present as required by Illinois Public Community College Act, 5ILCS 120/2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of personal illness or disability, employment purposes or the business of the public body, or a family emergency. "Other means" is by video or audio conference and the voice of the conferencing member must broadcast at the meeting so that the voice is audible to the entire audience. When a member attends electronically, he or she shall be entitled to provide official voice votes.

Revised:

- 01-27-2020

It is the decision of the Southeastern Illinois College Board of Trustees that any member of the Board may attend any open or closed meeting of the Board via electronic means (such as by telephone, video or Internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

A member of the Board may attend a meeting electronically if the member meets the following conditions: A quorum is physically present throughout the meeting; and, a majority of the Board votes to approve the electronic attendance at the meeting.

- (a) The member should notify the Executive Assistant to the President as least seventy-two (72) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in the denial of a request for electronic attendance.
- (b) The member must assert one of the following three reasons why he or she is unable to physically attend the meeting,
 - (1) The member cannot attend because of personal illness or disability; or
 - (2) The member cannot attend because of employment purposes or the business of Southeastern Illinois College; or
 - (3) The member cannot attend because of a family or other emergency.
- (c) The Executive Assistant to the President, after receiving the electronic attendance request, shall inform the Board of the request for electronic attendance.

After a roll call establishing that a quorum is physically present, the presiding officer shall call for a motion that a member may be permitted to attend the meeting electronically after specifying the reason entitling the absent member to attend electronically. The motion must be approved by a vote of a majority of the Board.

The member participating electronically and other members of the Board must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Board shall provide equipment adequate to accomplish this objective at the meeting site.

Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

A member permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Executive Assistant to the President and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return

as in the case of any member, provided the member attending electronically shall announce his or her leaving and returning.

Adopted: February 20, 2007

Amended:

Legal Ref: Public Act 094-1058 (5 ILCS 120/7 new)

SPOON RIVER COLLEGE

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: MEETINGS

The Board will conduct its meetings consistent with state law and at such time and place, and in such a manner as it may deem appropriate.

3. The Illinois Community College Act requires a majority of the members of the board present to open a meeting and at least a majority of the board present to support actions on behalf of the college.

Attendance by means other than physical presence 5 ILCS 120/7 (a). If a quorum of the members of the public body is physically present as required by Section 2.01, a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency. "Other means" is by video or audio conference. (b) If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical.

In accordance with the Governor's Emergency Order, Public Act 101-640(e) subject to the requirements of Section 2.06 but notwithstanding any other provision of law, an open or closed meeting subject to this Act may be conducted by audio or video conference, without the physical presence of a quorum of the members, so long as the following conditions are met: (1) the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area; (2) the head of the public body as defined in subsection (e) of Section 2 of the Freedom of Information Act determines that an in-person meeting or a meeting conducted under this Act is not practical or prudent because of a disaster; (3) all members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony; (4) for open meetings, members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the disaster, including the issued disaster declaration, in which case the public body must make alternative arrangements and provide notice pursuant to this Section of such alternative arrangements in a manner to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes, such as by offering a telephone number or a web-based link; (5) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the disaster, including the issued disaster declaration; and (6)

all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded. (7) Except in the event of a bona fide emergency, 48 hours' notice shall be given of a meeting to be held pursuant to this Section. Notice shall be given to all members of the public body, shall be posted on the website of the public body, and shall also be provided to any news media who has requested notice of meetings pursuant to subsection (a) of Section 2.02 of this Act. If the public body declares a bona fide emergency: (A) Notice shall be given pursuant to subsection (a) of Section 2.02 of this Act, and the presiding officer shall state the nature of the emergency at the beginning of the meeting. (B) The public body must comply with the verbatim recording requirements set forth in Section 2.06 of this Act. (8) Each member of the body participating in a meeting by audio or video conference for a meeting held pursuant to this Section is considered present at the meeting for purposes of determining a quorum and participating in all proceedings. (9) In addition to the requirements for open meetings under Section 2.06, public bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06. (10) The public body shall bear all costs associated with compliance with this subsection (e). (Source: P.A. 100-477, eff. 9-8-17.)

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MEETINGS

Page 1 of 2

POLICY 1120
ADOPTED: 11/20/90
AMENDED: 05/18/93
AMENDED: 05/16/95
AMENDED: 11/20/01
AMENDED: 03/15/05
AMENDED: 07/17/07
AMENDED: 10/16/12

The Board is obligated to hold all meetings according to the Illinois Open Meetings Act. The Board will make public at the beginning of each fiscal year the dates, times and places of all regularly scheduled meetings. A minimum of 48 hours advance public notice will be given for all special, rescheduled, or reconvened meetings. Meetings called in the event of a bona fide emergency are not required to have 48 hours prior notification. However, the notice for all emergency meetings will be made as soon as possible after being called. Notice for all special, rescheduled, reconvened, and emergency meetings will be posted at the Administration Building or at the building where the meeting is to be held. Notices will be sent to all members of the media who have annually requested receiving meeting notices. All meetings are open to the public.

Meetings are defined as a gathering of a majority of a quorum (pursuant to the Community College Act) of the Board of Trustees held for the purpose of conducting public business. A quorum of Board members must be physically present at the location of an open meeting. After a quorum is present, a Board member may attend by video or audio conference pursuant to the Illinois Open Meetings Act.

TYPES OF MEETINGS

ORGANIZATIONAL MEETING

Special meeting of the Board called by the Chairman for the purpose of seating the newly elected trustees, selecting officers, and fixing the time and place for regularly scheduled meetings and to approve all past actions of the Board including contracts and policies. Optional action at this meeting will be the appointment of ongoing professional services: auditor, attorney, and architect. All such appointments will be made in accordance with provisions of the Illinois Public Community College Act. Said meeting shall be held prior to the regularly scheduled April meeting or as dictated by election officials following the election for members of the Board of Trustees.

REGULAR BOARD MEETINGS

These meetings are held for the purpose of conducting regular business of the College. Dates and times are determined at the annual Board organizational meeting.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MEETINGS

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POLICY 1120

ADOPTED: 11/20/90

AMENDED: 05/18/93

AMENDED: 05/16/95

AMENDED: 11/20/01

AMENDED: 03/15/05

AMENDED: 07/17/07

AMENDED: 10/16/12

CLOSED MEETINGS

Closed meetings shall be held in accordance with the Illinois Open Meetings Act.

SPECIAL BOARD MEETINGS

Meetings called by the Board Chairman or three members of the Board, for the purpose of which must be stipulated in the meeting agenda. Notice of a Special Board Meeting shall be given in writing and served at least 48 hours before the meeting.

EMERGENCY BOARD MEETINGS

Meetings called by the Board Chairman or three members of the Board. Emergency items are those items that cannot wait for special meeting time requirements.

RECONVENED BOARD MEETINGS

A board meeting that was open to the public and will be reconvened within 24 hours.

ROBERTS' RULES OF ORDER

Roberts' Rules of Order shall govern the parliamentary procedure of the Board unless otherwise specified in policy.

Waubonsee Community College

Organization of the Board of Trustees Meetings

1.100.06

1.100.06 Remote Attendance

Remote attendance for all meetings defined by the Open Meetings Act (5 ILCS 120/1.02) is allowed for members of the public body if:

- A. A member is prevented from physically attending because of 1) personal illness or disability; 2) employment purposes or the business of the public body; or 3) a family or other emergency. A quorum of the members of the public body must be physically present at the meeting location as required by 5 ILCS 120/7(a).
- B. All members of the body participating in the meeting, wherever their physical location, shall be verified and can hear one another and can hear all discussion and testimony.
- C. Participating members of the public can hear all open meeting discussion and testimony and all votes of the body.
- D. Written notification is provided to the Clerk of the Board at least 48 hours before the meeting, unless advance notice is impractical.

In addition, subject to the requirements of 5 ILCS 120/7(e), a meeting may be conducted remotely if the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns because of a disaster as defined in Section 4 of the Illinois Emergency Management Agency Act, and all or part of the jurisdiction of the public body is covered by the disaster area. A quorum of the members of the public body does not need to be physically present at the meeting location.

Adopted: 09/16/2020