



01.45.00 MEETINGS OF THE BOARD

Division: **Board of Trustees**
Adopted: **1982**
Revised: **05/1993, 02/1998, 12/2015, 12/2019, 06/2022, 12/2023**
Reviewed:

All meetings of the Board of Trustees (Board), including Board workshops, will be held in compliance with the Illinois Open Meetings Act [5 ILCS 120/1] and will be conducted according to the current edition of Robert’s Rules of Order, except as modified by the Board.

A quorum of the Board (four Trustees) must be physically present for all meetings. Board action will be authorized by a vote by a majority of a quorum unless a higher standard is imposed by law.

On any agenda item, whether Board action is required, debate shall be limited to five minutes per Trustee for discussion on each proposition or agenda item. Each Trustee will be given the option to discuss for up to the three minutes and allowed two minutes of rebuttal after each Trustee has been given the opportunity to speak, when recognized by the Chair. All debate comments will be limited to the merits of the agenda item, proposition or issue being debated. Each Trustee must adhere to the Joliet Junior College Board of Trustees Code of Behavior during all debates. The Board Secretary or designee will be identified as the timekeeper for any discussions. Voting will ordinarily be by a call for the roll. Where a roll call vote is not necessary, the vote will be called by those in favor to respond with “aye” and those opposed to respond with “nay.” A roll call vote is suggested by legal counsel if the expenditure of funds is involved. A roll call vote may be requested by any voting Trustee on any matter.

The College’s counsel will serve as Parliamentarian for all Board meetings, retreats and workshops. The role of the Parliamentarian is to ensure that Board meetings are conducted in an orderly, efficient and fair manner. The duties include, but are not limited to, advising procedural rules, ensuring order, training, assisting the Chair and the President, and clarifying motions and actions.

Related Institutional Procedures:

None