



**01.45.06      SPECIAL MEETINGS OF THE BOARD**

**Division:**      **Board of Trustees**  
**Adopted:**      **04/1996**  
**Revised:**      **09/2015, 11/2019, 12/2023**  
**Reviewed:**

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Besides the regularly scheduled meetings of the Board of Trustees (Board) which are governed by Board Policy 01.45.03 Regular Meetings and which are set by date and time on an annual basis, special meetings may be necessary.

Special meetings may be called by the Chair Person of the Board or by any three Trustees. A 48-hour advance notification to the public is required by the Open Meetings Act [5 ILCS 120] whenever the Board schedules a meeting.

It is the policy of the Board that the President will work closely with the Chair Person and/or the three Trustees requesting a special meeting in scheduling and in a manner that will facilitate the widest possible participation by all Trustees in such meetings. Once such a special meeting of the Board has been scheduled, should such a change in the meeting time, date, and/or location of said meeting be necessary, the Assistant to the Board of Trustees shall contact individual Trustees, on behalf of the Chair Person, to confirm this decision in advance of any change in the meeting. A simple majority of Trustees will confirm the change or maintain the previously scheduled meeting.

**Related Institutional Procedures:**

None