



**01.45.01      AGENDA PREPARATION**

**Division:**      **Board of Trustees**  
**Adopted:**      **1982**  
**Revised:**      **02/1998, 03/2015, 09/2019, 12/2022**  
**Reviewed:**

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The Office of the President will prepare and distribute the Board (Board) of Trustees agenda material.

Once the agenda has been prepared, and providing the item is not of an unforeseen nature, any items presented after the agenda has been set will be held and placed on the agenda of the following month's meeting.

**A. Agenda Requests by a Trustee**

During the New Business portion of the Board of Trustees meeting at the section designated, any Trustee may request that an item be placed on a future Board agenda for initial consideration by the Board. Initial consideration will allow the Board to discuss the item during an open and public meeting and determine by a non-binding majority poll whether to direct the President to add the item to a future agenda and provide specific direction. No motion, second, or vote or other action shall be required of the Board to have the item placed on a future Board agenda for initial consideration so long as the item is to be on an agenda thirty or more days later.

If a Trustee desires to add an item to a future agenda, for initial consideration, in less than 30 days this shall require a motion, second, and a simple majority vote of the Board. The vote to expedite the item is simply to initially consider the item on an expedited basis and not an expression of support or non-support on the merits of the item thereof, in accordance with the Illinois Open Meetings Act [5 ILCS 120/2.02].

**B. Agenda Requests by Members of the Public**

Any member of the public may raise any issue within the subject matter jurisdiction of the Board and request an item be included on a future agenda during the Public Comment portion of the Board of Trustees' regular meeting, whether in person, electronically, or by letter.

After an item is raised by a member of the public, if any Trustee desires to have the item scheduled for initial consideration by the entire Board, the Trustee shall request the item to be placed on a future agenda, as outlined in section A.

### C. **Additional Requests**

Other than simple administrative report describing the nature of the request, no work on an item added by a Trustee shall be undertaken by staff, including but not limited to, fiscal review, legal review, and policy review for consistency with existing policies, until the Board has had the opportunity to have a discussion and provide direction as provided herein.

For the purposes of this section, work will be defined as generating, compiling, analyzing, researching, or writing new information, new policies or plans; specifically excluding joint meetings or discussions with the President and department heads to obtain their comments on a Trustee- requested item.

However, the Board member requesting that the item be added for initial consideration shall have the right and privilege of submitting a letter or memorandum (and any other related materials) describing their item and the reasons therefore which shall be included in the Board agenda packet. This letter or memorandum (and any other related materials) is submitted to the President at least two weeks prior to the Board meeting. Any other Trustee or a member of the public may also submit written materials on the item which shall be included in the Board agenda packet by sending the same to the President at least two weeks prior to the Board meeting (as outlined in items A and B above). If any letter or memorandum (and any other related materials) is submitted to the President through the use of email, it is understood that the email should not be copied to other Trustees in order to avoid inadvertent violations of the Open Meetings Act by replies indicating support or opposition outside of the Board meeting itself.

At the meeting where the item is initially considered, if a majority of the Board supports further study of the item by way of motion, second, and simple majority vote, then a full analysis shall be prepared thereafter for consideration by the Board. The date set for further consideration shall be set in light of legal notice requirements, existing Board priorities, the urgency of the item, and the advice of the President and staff as to its impact on the timing of existing work and/or projects of the College. The same procedure shall apply to a request by a member of the public that has been sponsored or requested by a Trustee as described in this policy.

The Board may from time to time request brief updates or follow up reports on current Board priorities or current College projects. These requests shall not be subject to the same policy and procedure stated above but shall be added to a future agenda that allows staff time to prepare the report or update.

#### **Related Institutional Procedures:**

01.45.01.00 Agenda Preparation

01.45.01.01 Citizen Additions to Board Meeting Agenda