

**01.86.00      BOARD ELECTRONIC COMMUNICATION**

**Division:**      **Board of Trustees**  
**Adopted:**      **03/2015**  
**Revised:**      **08/2018, 11/2019, 01/2023**  
**Reviewed:**

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Trustees and administrators will refrain from using electronic communications in a manner which violates the Illinois Open Meeting Act [5 ILCS 120/]. Accordingly:

- Trustees and administrators may use electronic communication, including e-mail, to send messages or forward information to each other on an individual basis but should avoid sending electronic communications to the entire group so as not to violate the Illinois Open Meeting Act.
- Trustees and administrators shall not discuss College business in a “chat room” or “group text” setting unless fewer than three members are included. Except in compliance with this policy, no College public business will be discussed electronically between Trustees which is germane to the purpose of the Board of Trustees (Board) or one of the established committees unless such discussion occurs when there is less than a majority of a quorum.
- Trustees and administrators will be prohibited from using electronic communications to discuss College business in a manner which duplicates or replicates a face-to-face discussion, if three or more Trustees are sent or receive the electronic communications. In determining whether the communications replicate a face-to-face discussion, the frequency and timing of the communication should be considered. The knowledge of one participant that three or more Trustees are “on line” ready to receive a message or messages at the time the message or messages are sent will also be considered. The Board recognizes that the close proximity in time in which the electronic communications are sent and read will more than likely be deemed to be a communication in violation of the Illinois Open Meetings Act. This prohibition also applies to “news group” or “list-serve” settings.
- In order to avoid the appearance of violating the Illinois Open Meetings Act, Trustees and administrators should refrain from using a “reply to all” option or similar feature which has the potential of engaging three or more Trustees as part of a communication network used to solicit responses from fellow Trustees.
- Trustees and administrators should refrain from summarizing e-mail or other electronically communicated responses collectively received from Trustees and relaying that summary back in a manner which results in three or more Trustees receiving either the summary or the collection of the original responses.

- Nothing in this policy will require a Trustee to have access to electronic technology. However, the College encourages Trustees to have such access when available.
- Trustees will be provided a JJC Trustee email account. This account should be checked regularly and will be used for JJC business purposes. Any email communication from a private email account may be subject to disclosure under the Freedom of Information Act and such private email account may not be kept confidential if used by a Trustee to conduct College business.

**Related Institutional Procedures:**

None