

## **POLICY 5: ORGANIZATIONAL MEETINGS & PUBLIC NOTICE**

Following each election and canvass, the new Board holds its organizational meeting on or before the 28th day following the election. At the organizational meetings, the chairperson, or, if absent, the president of Carl Sandburg College or acting chief executive officer of the college convenes the new board, and conducts the election for chairperson, vice chairperson and secretary. The Board then proceeds with its organization under the newly elected Board officers, and fixes a time and place for its regular meetings. It then begins the discharge of its duties.

At the beginning of each calendar or fiscal year, the regular board meeting schedule will be posted publicly to share the dates, times and places of the meetings. An agenda for each regular meeting is posted online, at the college's administration office and at the location where the meeting will be held at least 48 hours in advance of the meeting.

The college supplies a notice of its regular meetings, and any special, emergency, rescheduled or reconvened meetings to any news medium that has filed an annual request for such notice.

Special meetings of the Board may be called by the chairperson or by any three members of the Board by giving notice in writing, stating the time, place and purpose of the meeting, as follows:

- Via USPS mail 48 hours before the meeting
- Via personal service 24 hours before the meeting
- Via email 24 hours before the meeting

*See ILCS 805/3-8 Illinois Public Community College Act.  
See ILCS 120/2.02 Illinois Open Meetings Act.*

*Original: 4/84  
Reviewed: 1/24  
Revised: 7/11, 11/16, 1/24*