Operating Standard

Title: Board Organization **Number:** B4001.01
Type: Board
Responsible: President
Related Policies: B2000 Unity of Control
B4000 (Section 1) Governance Commitment
B4000 (Section 3) Board Authority & Responsibility
B4001 (Section 7) Installation of Trustees
B4002 (Sections 1-4, Sections 8&9) Board Leadership & Organization
Linked Operating Standards:
Related Laws: 110 ILCS 805
Related External Standards: None
HLC Criterion: 2C, 3F, 3G, 4B

Statement

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28th day after the election (110 ILCS 805/3-8). Within 5 working days after the convening of the newly elected Board or the new Board as provided in Section 3-8 of the Act, the Chairperson of the Board of Trustees shall certify in writing to the ICCB that the Board of Trustees has been organized. The certification shall include the name of the Chairperson, Vice Chairperson, and the Secretary and state the time and place of regular meetings. If the Board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal 2 years, or provides for the election of officers for the remaining 1 year, a copy of this resolution shall also accompany the certification (Administrative Rules of the Illinois Community College Board, Section 1501.202).

These operating standards are designed to ensure Board organization.

1. Student Trustee: Student member shall serve a term of 1 year beginning on April 15 of each year, except that the student member initially selected shall serve a term beginning on the date of selection and expiring on the next succeeding June 30.
2. All Trustees: All Trustees will complete an Acceptance of Office and an Affidavit of Eligibility.

The process for Board Organization include:

1. Resolution to Accept the Consolidated Election Results
   A certified copy of the election results is received from the Pulaski County Clerk and Recorder.
   A declaration of election results is read by the Board Secretary.

2. Adjournment of the previously elected Board (Sine Die)
   The term of the new Board commences after the old Board adjourns Sine Dine (e.g., final adjournment without expectation of future action).

3. Call to order of the newly elected Board

4. Board Organization

5. Appointment of a Temporary Officer
   Each officer shall hold his/her position until Board again reorganizes. This language provides the opportunity for Trustee(s) to serve as temporary officers until the Board elects new officers.

6. Administering Oath of Office and Seating of Newly Elected Trustees
   The Temporary Secretary administers the Oath of Office.
   The Board reorganizes.

7. Election of Board Officers
   Office of the Chairperson
   Office of the Vice Chairperson
   Office of the Secretary

8. Consideration of Appointment of Board Delegates
   Liaison to Professional Associations
   Liaison to Saints Foundation

9. Consideration of Appointment of Board Committees
   Board Finance Committee
   Ad Hoc Board Committee(s)

10. Adopt Resolution to Confirm the Schedule of Regular Board Meetings

11. Adopt Resolution to Accept the Rules, Regulations, & Action of Prior Boards

12. Declaration on Discharge of Duties (Board Resolution)

13. Adopt Ceremonial Resolution Honoring Exiting Trustee(s)

Change Log	Governance Unit: Board of Trustees
Date	**Description of Change**
06-15-23	Added Operating Standard
08-15-24	Board Reviewed, No Changes
08-21-25	Board Reviewed, HLC Criterion Updated
07-27-26	Board Reviewed, Minor Grammatical Edits