



<b>CHAPTER 1</b>	<b>SECTION NO.</b>
Board of Trustees	1.05
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
1.05.07 Minutes of Meetings	<i>Reviewed: September 14, 2010</i>
	<i>Revised:</i>

A record of all transactions of the Board will be recorded in the minutes of all Regular meetings of the Board, Executive Committee meetings of the Board, Standing Committee meetings of the Board and Special meetings of the Board, and kept or caused to be kept by the Board Secretary as a permanent official record. The minutes shall be open to inspection by the public.

The minutes will include each motion, the name of the person making the motion, the name of the person seconding the motion, and the vote. Voting will ordinarily be done by voice vote except when formal resolutions are required or when funds are to be expended, in which case the vote shall be done by roll call. The yeas and nays of all votes dealing with the disposition of funds or the entering into contracts shall be recorded, together with an indication of abstentions and passes. A roll call vote may be requested by any voting member of the Board on any matter. Any individual voting against a proposition may state his/her reasons and have them recorded as a part of the minutes, if he/she so requests.

All meetings of the Board will be open to the public except closed sessions as required by the *Illinois Open Meetings Act, 5 ILCS 120 et seq.* and other applicable law. All minutes will be kept in accordance with 5 ILCS 120/2.06 from the *Illinois Public Community College Act*. Minutes of closed sessions will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Open Meetings Act*. The above applies to all standing committee meetings of the Board along with all regular committee meetings. The Board minutes in their final form shall be signed by the Board Chair and the Secretary of the Board or by his/her duly authorized representative.