

Following each election and canvass, the new Board shall hold its organizational meeting on or before the 28<sup>th</sup> day after the election. At the organizational meetings, the chairperson of the board, or, in his or her absence, the president of Carl Sandburg College or acting chief executive officer of the College shall convene the new board, and conduct the election for chairperson, vice chairperson and secretary. The Board shall then proceed with its organization under the newly elected Board officers, and shall fix a time and place for its regular meetings. It shall then enter upon the discharge of its duties.

Public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at the administration office of the College and at the location where the meeting is to be held at least 48 hours in advance of holding the meeting. The College shall also post the agenda on its website for any regular meetings of the College Board of Trustees.

The College shall supply copies of the notice of its regular meetings, and the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to the Board of Trustees provided such news medium has given the College an address or telephone number within the territorial jurisdiction of Carl Sandburg College at which such notice may be given.

Special meetings of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place and purpose of the meeting. Such notice may be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting.

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