



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE:	Board Meeting Minutes
CODE:	2010
DATE ADOPTED:	March 20, 1991
DATE REVIEWED:	Oct 1998; Jan 1999; April 2020
DATE AMENDED:	Jan 1999; May 2020

In conformity with the Open Meetings Act passed by the Illinois legislature effective January 1, 1982, the following guidelines will apply for meetings of the Board of Trustees and its committees:

1. The Board Secretary will take minutes of the Board meetings.
2. Committee members are responsible for approval of committee meeting minutes, not the full Board of Trustees.
3. Minutes of the Board of Trustees and committee meetings will be maintained by the Board Secretary.

The following guidelines will apply for minutes of Board of Trustees executive sessions.

1. Upon a majority vote of the quorum present, the Board of Trustees may close a portion of an open public meeting.
2. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in 5 ILCS 120/2 under the Open Meetings Act, which authorizes the closing of the meeting to the public, shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting.

All meetings of the Board of Trustees shall be open to the public unless the session falls within one of the exceptions (5 ILCS 120/2). The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within a specific exception (5 ILCS 120/2).

1. Minutes will be taken by the secretary to the board. Such minutes shall include, but need not be limited to: the date, time, and place of the meeting; the members of the board either present or absent; and a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

2. Minutes of executive sessions will be stored in the vault under the control of the Board Secretary.
3. Minutes of meetings closed to the public shall be available only after the Board of Trustees determines it is no longer necessary to protect the public interest or privacy of an individual to keep the minutes confidential. Such a determination will be made semi-annually. At such semi-annual meetings a determination shall be made and reported in an open session that: 1) the need for confidentiality still exists as to all or portions of those minutes, or 2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection.