



Operating Standard

Title: Trustee Vacancy

Number: B4001.04

Type: Board

Responsible: President

Related Policies: B2000 Unity of Control

B4000 (Section 1) Governance Commitment

B4000 (Section 3) Board Authority & Responsibility

B4001 (Section 10) Trustee Vacancy

Linked Operating Standards:

Related Laws: [110 ILCS 805](#)

Related External Standards: None

HLC Criterion: 2C, 3F, 3G, 4B

Statement

The election of the members of the Board shall be nonpartisan and shall be held at the time provided in the general election law. However, when a vacancy occurs, the remaining members shall fill the vacancy within 60 days after the vacancy occurs.

The provisional Trustee, appointed within 60 days, shall serve until the next regularly scheduled consolidated election.

The process for filling a vacancy:

1. An advertisement inviting applications for appointment to the Board shall be placed in local periodicals, posted on social media outlets, and made available on the College website.
2. Candidates should have the ability and time to fulfill the responsibilities of being a Trustee:
 - Fully participate in the work of the Board, attending all board meetings and key college events as time permits, studying and discussing policy issues, and participating in trustee education programs;
 - Be knowledgeable about the communities served by the college and be willing to act on behalf and for the benefit of those communities;
 - Engage in balancing the needs of many diverse groups and be able to contribute to and build consensus; and
 - Contribute to effective board functioning and support the authority of the board as a whole.
3. Resumes and cover letters are received and reviewed by the Board.
4. The Board recommends appointment of provisional Trustee after interviewing applicants.
5. The provisional Trustee takes the Oath of Appointment at the next regularly scheduled Board meeting.

Change Log		Governance Unit: Board of Trustees
Date	Description of Change	
06-15-23	Added Operating Standard	
08-15-24	Board Reviewed, Updated Responsibility to Board	
08-21-25	Board Reviewed, Minor Grammatical/Punctuation Changes; HLC Criterion Updated	