



# Operating Standard

**Title:** Organizational Meeting

**Number:** B4003.01

**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, 5A, 5B, 5C

## Statement

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 (110 ILCS 805/3-8). Within five (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 chair 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 chair, vice chair, 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 two (2) years, or provides for the election of officers for the remaining one (1) year, a copy of this resolution shall also accompany the certification (Administrative Rules of the Illinois Community College Board, Section 1501.202).

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

*Good evening. From a parliamentary procedure perspective, the term of the 29th Assembly of the Shawnee Community College Board of Trustees commences after the 28th Board adjourns Sine Die (see-nay de-ay). Once Sine Die happens, technically, all previous Trustees who have not been elected to serve on the new Board cease to be a member of the Board. Further, all Board Officer positions are considered vacant.*

*In this situation, consistent with the Illinois Public Community College Act (110 ILCS 805/3-8), which states, the president of the community college (or acting chief executive officer of the college) shall convene the new board and conduct the election for chairman, vice chairman, and secretary.*

*In addition, technically, new Trustees must take their oath before they can be seated as voting members of the Board.*

*To these ends, serving a term from April 20-- through March 20--, I convene (and call to order) the 29th Assembly of the Shawnee Community College Board of Trustees.*

To facilitate the Board Organization process, I appoint Trustee \_\_\_\_\_ as the Temporary Board Secretary.

Secretary \_\_\_\_\_, please administer the oath of office and seat:

- Trustee
- Trustee
- Student Trustee

Secretary \_\_\_\_\_, please take roll call for the newly seated 29th assembly of the Shawnee Community College Board of Trustees.

Board Policy Bylaw B4002, Sections 8 & 9 informs the Board Officer Selection process.

At this time, I open the floor for nominations for the office of Chairperson. When making the nomination, please state your name for the record and your nomination. I recognize Trustee\_\_\_\_. Trustee\_\_\_\_\_, would you please state your name for the record and your nomination?"

Trustee NOMINEE, do you consent to the nomination? Yes No

Trustee NOMINEE has been nominated for the office of Board Chairperson, are there additional nominations?

[CONTINUE until there are no further nominations]

Hearing no further nominations, nominations for the office of Board Chairperson are closed.

May I have a second motion to nominate and elect Trustee NOMINEE to the office of Board Chair.

Any discussion?

Secretary \_\_\_\_\_, would you please take a roll call vote? Motion carries.

Congratulations Chairperson

Mr./Ms. Chairperson, would you prefer me to continue officiating the election of Vice Chair and Secretary or would you prefer to officiate?

If more than one nominee is presented, Secretary \_\_\_\_\_, would you please take a roll call vote for Trustee NOMINEE to be elected to the office of OFFICE?

Trustee NOMINEE-1 received \_\_ votes for the office of OFFICE.  
Trustee NOMINEE-2 received \_\_ votes for the office of OFFICE.  
[REPEAT for all nominees]

Trustee \_\_\_ received the majority of the votes. May I have a motion and second to accept the results of the vote?

Any discussion? Secretary \_\_\_\_\_, would you please take a roll call vote? Motion carries.

Congratulations OFFICE HOLDER.

8. Consideration of Appointment of Board Delegates

The Board Chairperson appoints delegates to external professional organizations and the Saints Foundation as part of the Board's organizational process.

- Liaison to Professional Associations
- Liaison to Saints Foundation

9. Consideration of Appointment of Board Committees

The process and principles for appointment Board Committees are noted in B4002, Section 7.

- Board Finance Committee
- Ad Hoc Board Committee(s)

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

According to 110 ILCS 805/3-8, the Board "*shall fix a time and place for its regular meetings.*" The statute also states, "*Public notice of the schedule of regular meetings for the next calendar year, as set at the organizational meeting, must be given at the beginning of that calendar year.*"

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

Illinois statute 110 ILCS 805/3-8 requires the Board to "*enter upon the discharge of its duties*" during its organizational meeting. Essentially, this is a legal phrase that suggests the Board must declare how they intend to operate.

12. Declaration on Discharge of Duties (Board Resolution)

The Board agrees to follow past practices and operating standards. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes are not allowed during the taking of a roll call vote. Roberts Rules of Order will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any Trustee may ask for a roll call vote on that issue.

13. Adopt Ceremonial Resolution Honoring Exiting Trustee(s)



# Board RESOLUTION

## DECLARATION OF ELECTION RESULTS

The Board of Trustees of Shawnee Community College District #531 hereby states:

WHEREAS on \_\_\_\_\_, an election was held for the purpose of electing \_\_\_members to the Board of Trustees in the counties or portions of counties within Shawnee Community College District #531, namely the counties of Alexander, Jackson, Johnson, Massac, Pulaski, and Union, and;

WHEREAS Julie Hancock, Pulaski County Clerk and Recorder, is the Election Authority for Shawnee Community College District #531, and has certified the official ballot for the office of Trustee and candidates for that office, and;

WHEREAS Julie Hancock will certify the official election results and will provide a tabulation of the votes cast in the various counties and precincts within Shawnee Community College District #531 at the election held on April 4, and;

WHEREAS Julie Hancock, in her tabulation of votes cast will include all available valid and counted election day ballots, absentee ballots, early voting ballots, grace period ballots, and provisional ballots, and;

WHEREAS Julie Hancock will certify that the following votes were tabulated for two, full six-year terms:

- Trustee
- Trustee

and;

WHEREAS Julie Hancock will certify that Trustee and Trustee were elected as trustees to serve a full term, and;

THEREFORE, the Board of Trustees of Community College District #531 hereby accepts the official results of the \_\_\_election as provided by Julie Hancock, Pulaski County Clerk and Recorder, and Election Authority, and further

declares that TRUSTEE and TRUSTEE were duly elected to serve full terms as Trustees.

ADOPTED THIS \_\_\_ Day of \_\_\_\_\_.

---

Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges



# Oath of Office Student Trustee

I, \_\_\_\_\_, having been elected to the office of **Student Trustee** of **Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Student Trustee** to the best of my ability.

SIGNED and SWORN on this \_\_\_ day of \_\_\_\_\_.

---

Student Trustee Name

---

Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges



# Oath of Office Trustee

I, \_\_\_\_\_, having been elected to the office of **Trustee** of the **Board of Shawnee Community College District 531** in the County of Pulaski, in the State of Illinois, DO SOLEMNLY SWEAR or AFFIRM, that I will support the Constitution of the United States of America and the Constitution of the State of Illinois and will faithfully discharge the duties of the office of **Trustee** to the best of my ability.

SIGNED and SWORN on this \_\_\_\_ day of \_\_\_\_\_.

---

Trustee Name

---

Chairman, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges





# Board RESOLUTION

Year.month.date

## DECLARATION ON DISCHARGE OF DUTIES

BE IT RESOLVED by the Board of Trustees of Shawnee Community College District No. 531, State of Illinois, that all rules, regulations, policies, and actions of prior Boards of Trustees of this community college district are hereby adopted in full, including any changes and revisions.

Operating standards: The Board agrees to follow past practices and operating standards. The Secretary shall rotate the order of calling upon Board members to cast votes on each roll call vote. Explanation of votes are not allowed during the taking of a roll call vote. Roberts Rules of Order will be followed for general procedural guidelines, but will not be adopted. When voice votes are taken, any Trustee may ask for a roll call vote on that issue.

ADOPTED THIS \_\_\_\_ Day of \_\_\_\_\_

---

Chairperson, Board of Trustees  
Shawnee Community College

ATTEST:

---

Secretary, Board of Trustees  
Shawnee Community Colleges

<b>Change Log</b>		<b>Governance Unit: Board of Trustees</b>
<b>Date</b>	<b>Description of Change</b>	
06-15-23	Initial Adoption	
08-15-24	Board Reviewed, No Changes	