

Governors State University

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Board of Trustees Documents

Board of Trustees

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### **Governors State University Board of Trustees Regulations: Section I. Board Procedures**

Governors State University

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**GOVERNORS STATE UNIVERSITY  
BOARD OF TRUSTEES**

**REGULATIONS  
Issued July 12, 1996**

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**SECTION I. BOARD PROCEDURES**

**A. Board of Trustees Defined**

The board of Trustees of Governors State University is a body corporate and politic of the State of Illinois created by law to operate, manage, control, and maintain Governors State University. The Board of Trustees of Governors State University shall be referred to in these regulations as the "Board."

**B. Board Regulations Defined**

Board Regulations are general statements of procedure adopted by the Board concerning the conduct and operation of the Board or the University under its jurisdiction within the framework of the Board's Governing Policies.

**C. Adoption, Amendment, or Repeal of Board Regulations**

1. Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board. Requests for the adoption, amendment, or repeal of Board Regulations shall be submitted to the President, who shall notify the Board's Chairperson of such requests. The President shall report such requests with recommendations for action to the Board. Except as specified in paragraphs 3. and 4. below, the adoption, amendment, or repeal of Board Regulation shall occur only after a proposal for adoption, amendment, or repeal has been presented to the Board for the first reading by the President.
2. Board action on the proposal shall not be taken earlier than the next regular meeting following first reading. During the interim between first reading and Board action the President shall distribute copies of the proposal to appropriate faculty, staff, and student groups. Up to ten days prior to the Board meeting at which action is to be taken, members of the faculty, staff, and study body may submit their views and comments in writing to the President for distribution to the Board together with the President's recommendation for action on the proposal.

3. The President is authorized to make non-substantive amendments to the Board Regulations as may be necessary for such purposes as name or title changes, correcting typographical errors and cross-references, and updating citations.
4. When justified by timing considerations or the nature of the subject matter, proposals for adoption, amendment, or repeal of board Regulations may be acted upon by the Board at the time of first reading.
5. Interpretations of Board Regulations shall be issued in writing by the President upon request of Board members or upon the President's own initiative.

#### **D. Compilation of Bylaws, Governing Policies, and Regulations**

The President shall maintain an official compilation of the Board's Bylaws, Governing Policies, and Regulations and shall provide copies to members of the Board. Copies shall be distributed to appropriate staff and study body officers and shall be placed in the University Library for use by interested persons.

#### **E. Delegation of Authority**

1. The authority delegated by the Board Regulations to the President may be further delegated by the President in writing to appropriate and responsible officials of the University.
2. The President shall identify by position the persons authorized to act in her or his place in the event of absence from the office of more than a week or other unavailability. The President shall notify the Chairperson in writing of such delegation of authority by the President.

#### **F. Board Meetings**

1. Agenda  
The President, in consultation with the Chairperson of the Board, shall develop an agenda prior to each Board meeting. The President shall normally distribute meeting materials to Board members, and other appropriate parties at least seven days prior to the next scheduled meeting. The President shall distribute a copy of the meeting materials to the Chairperson of the Faculty Senate. Distribution of meeting materials may be subject to reasonable limitations in the case of special or emergency meetings.

2. Reports

The President shall develop a format and schedule for reports to the Board. Items presented to the Board shall be submitted either for action or information. Each item presented for action shall be accompanied by an appropriate resolution or recommendation to provide a clear record of the action taken by the Board.

3. Presentations

- a. Persons desiring to address the board shall submit a written request to the President at least five days prior to the Board meeting. The request shall include the name and address of the person wishing to speak, the name of the group represented, and a summary of the presentation.
- b. The President and the Chairperson shall consult with respect to each request to address the Board. At least three days before the meeting the President shall indicate to each person properly submitting a request to address the Board whether the request will be granted or denied. If the request is granted the form and duration of the presentation shall be subject to rulings of the Chairperson.

4. Recording of Meetings

Any person may record by tape, film, or other means the meetings of the Board or its committees required to be open by Illinois law, provided that, if the recording process interferes with the overall decorum and proceeding of a meeting, such recording shall be discontinued at the request of the chairperson or other presiding officer.

5. Publication of Proceedings

A report of the proceedings of the Board shall be published for each fiscal year in sufficient number for distribution to interested parties. One copy shall be placed in the University Library.