



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Preparation of Board Meeting Agenda

NO. 1.6.4

SECTION: Board of Trustees

PAGE: 1 of 1

The President will prepare the agenda of meetings of the Board after conferring with the Chairman. The President shall mail to each Trustee at least two (2) days prior to each regular meeting, or have delivered to the residence of each Trustee, a written agenda of business to be considered. In addition, the President will enclose a copy of the previously unapproved minutes, a list of bills to be approved, and other supplementary reports of information for attention of the Board.

Trustees may introduce agenda items through the Chairman. Items of business which may arise between the sending of the agenda and the meeting date may be introduced by either a Trustee through the Chairman or the President. Such new items must be introduced for their inclusion in the agenda under item "Introduction of New Items of Business," and discussed or acted upon under "New Business" in the Agenda.

Copies of the agenda are to be placed on file in the President's Office and posted for public inspection prior to regular or special meetings.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; November 28, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: October 17, 2018