

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

GOVERNANCE

MINUTES FORMAT

POLICY 1124
ADOPTED: 11/20/90
AMENDED: 03/16/93
AMENDED: 11/20/01
AMENDED: 07/17/07
AMENDED: 10/16/12

Format of Board regular and special meeting minutes recorded and filed will follow the guidelines as employed by the Illinois Community College Board in compliance with the Illinois Open Meetings Act.

1. Motion, makers, and vote are listed.
2. Roll call vote only taken on action involving expenditures, except when roll call vote is requested by a Board member or as required by law.
3. Summary of discussion on all matters proposed, deliberated, or decided will be included in the minutes.
4. Dialogue eliminated from minutes except when Board member requests statement be 'for the record'.
5. Documents/letters read and asked to be included by a Board member are only referenced within the minutes, but included as an attachment.
6. Minutes may be tape recorded as backup for possible future need for detail.