

# BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

## REGULATIONS

Approved: November 16, 2001

**Section: I. Board Procedures**

**Subsection: A. Board of Trustees Authority**

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### **I. Board Procedures**

#### **A. The Board of Trustees: Authority**

##### **1. Powers and Duties**

The Board of Trustees of Western Illinois University is a body corporate and politic of the State of Illinois created to operate, manage, control, and maintain Western Illinois University. It shall have all the powers and duties specified in 110 Illinois Compiled Statutes 690/35 *et seq.*, as may be amended from time to time. The Board of Trustees shall be referred to in these regulations as the "Board of Trustees" or the "Board," and Western Illinois University shall be referred to as "Western Illinois University" or the "University."

Although the Board is responsible for assuring that its policies and regulations are followed, it shall not participate in the details of institutional management delegated to the University administration. Members of the Board, as representatives of the State and its citizens, may exercise official Board authority only when the Board is in session or when trustees are acting on behalf of the Board pursuant of its direction. Committees of the Board may be created from time to time to function only as fact-finding, deliberating, and advisory bodies that may present proposals to the Board for approval.

The Board of Trustees is charged by law with full responsibility for governing the University. Although the Board properly and necessarily delegates authority to designated officers, it cannot divest itself of its ultimate legal responsibility.

##### **2. Adoption, Amendment, and Repeal of Board Regulations**

Board Regulations are general statements of policy or procedure adopted by the Board concerning the conduct and operation of the Board or the University.

- a. Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board.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 c. and d. below, the adoption, amendment, or repeal of Board Regulations shall occur only after a proposal for adoption, amendment, or repeal has been presented to the Board for first reading by the President.

Board Regulations should be automatically revised to place them in compliance with State of Illinois Statutes. Such revisions will be brought to the Board for information, but will not require Board action.

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**Section: I. Board Procedures**

**Subsection: A. Board of Trustees Authority**

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**I. Board Procedures (continued)**

**A. The Board of Trustees: Authority (continued)**

**2. Adoption, Amendment, and Repeal of Board Regulations (continued)**

- b. 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 publicly post to the University community for comment the proposed revisions. Up to ten days prior to the Board meeting at which action is to be taken, members of the faculty, staff, and student 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.
- c. The President is authorized to make nonsubstantive 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.
- d. 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.
- e. Interpretations of Board Regulations shall be issued in writing by the President upon request of Board members or upon the President's own initiative.

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**REGULATIONS**

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**Section: I. Board Procedures**

**Subsection: B. Compilation of Bylaws and Regulations**

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**I. Board Procedures (continued)**

**B. Compilation of Bylaws and Regulations**

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

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## REGULATIONS

Approved: November 16, 2001

**Section: I. Board Procedures**

**Subsection: C. Delegation of Authority**

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### **I. Board Procedures (continued)**

#### **C. 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 officers/officials of the University.
2. The authority delegated by the Board Regulations through the President to the officers/officials of the University may be further delegated by the officers in writing to appropriate and responsible officials of the University.
3. The officers of the University shall identify by position the persons authorized to act in their place in the event of absence from the office of more than a week or other unavailability. The officers shall notify the President in writing of such delegation of authority by the officers.
4. In order to promote shared participation in responsible and wise decision-making and to ensure channels of communication, the University shall provide for elected campus organizations, the structures of which shall be determined by the constituencies they represent and approved by the President. Except as limited by the scope of collective bargaining negotiations between the Board and the academic employees and the requirements of good faith collective bargaining, the appropriate and duly constituted committees of faculty government shall participate in the decision-making process of the University in the following areas:
  - a. University curriculum.
  - b. Basic policies with regard to campus planning and facilities construction and utilization.
  - c. Creation of administrative positions at the level of Dean and Vice President and the selection of administrative officers for such positions as well as of the President of the University.
  - d. Academic planning and the determination of priorities for the conduct and development of the University.
5. The faculty, staff, and students shall develop constitutions for their own duly established government organizations. Such constitutions shall be reviewed and approved by the President, or the President's designee.

# BOARD OF TRUSTEES of WESTERN ILLINOIS UNIVERSITY

## REGULATIONS

Approved: November 16, 2001

**Section: I. Board Procedures**

**Subsection: D. Board Meetings**

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### **I. Board Procedures (continued)**

#### **D. 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 mail meeting materials to Board members and other appropriate parties at least seven working days prior to the next scheduled meeting. Distribution of meeting materials is subject to reasonable limitations e.g., contracts with performing groups, procurement issues where bids just opened, or in the case of special or emergency meetings.

##### **2. Reports**

The President, in consultation with the officers of the University, 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**

It is the practice of the Board to conduct meetings in a timely and efficient manner, while still allowing for the opportunity, subject to reasonable constraints and in accordance with P.A. 91-715, for members of the public and employees of the University to make comments to or ask questions of the Board. In order to help maintain this practice, the following regulations are hereby adopted.

- a. Persons desiring to address the Board shall submit a written request to the President at least seven working 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 four working 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.
- c. Any request to make comments to or ask questions of the Board not made in accordance with paragraphs a. and b. above shall be considered by the President and Chairperson and granted or denied based upon reasonable constraints, including but not limited to: available time; number of requests; prior time devoted to discussion of the topic; and other like considerations. The Chairperson shall retain the right to request that numerous individuals who wish to address the same topic appoint a spokesperson to address the Board.

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**Section: I. Board Procedures**

**Subsection: D. Board Meetings**

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**I. Board Procedures (continued)**

**D. Board Meetings (continued)**

**4. Recording of Meetings**

Any person may record by tape, film, or other means the meetings of the Board of Trustees 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.