
SECTION I. BOARD PROCEDURES

A. BOARD OF TRUSTEES

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

B. BOARD REGULATIONS

(Revised November 19, 2020, Board action)

Board Regulations are rules or directives adopted by the Board concerning the conduct and operation of the Board or the university within the framework of the Board's Governing Policies. Guidelines, policies, or other Board actions directed to specific situations or intended to direct or guide the university are not to be construed as Board Regulations.

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 Board Regulations may be adopted, amended, or repealed at any regular meeting of the Board by a majority vote of the voting membership of the Board.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 Chair 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 Regulations shall occur only after a proposal for adoption, amendment, or repeal has been presented to the Board for first reading by the President.
2. Board action on the proposal shall normally not be taken earlier than 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 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.
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 or at such Special Meeting the Board may convene.
5. Interpretations of Board Regulations shall be issued in writing by the Board's legal counsel upon request of the Board or the President.

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 student body officers, to each Dean and Director within the university, and shall be placed in the Northeastern Illinois University Ronald Williams Library for use by interested persons.

E. DELEGATION OF AUTHORITY

The authority delegated by the Board Regulations to the President may be further delegated by the President to appropriate and responsible officials of the University.

F. BOARD MEETINGS**1. Agenda**

The President, in consultation with the Board Chair, 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 days prior to the next scheduled meeting. The President shall distribute a copy of the meeting materials to the Chair 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, in consultation with the Vice Presidents shall develop a format and schedule for reports to the Board. Items presented to the Board shall be submitted for either 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

(Revised November 19, 2020, Board action)

- a. A person seeking to address the Board must complete a "sign-in" sheet prior to addressing the Board. Such "sign-in" sheet will be available at the meeting but a person seeking to address the Board is encouraged to notify the President at least forty-eight hours in advance of the meeting. The speaker must list their name on the "sign-in" sheet and may include additional information including, but not limited to, their address and telephone number to assist NEIU in any necessary follow-up with the speaker.
- b. When the number of requests to address the Board at a given session exceeds the time available, requests will be approved based on the date the written request was received by the President. In addition, preference will be given to subject matters that relate to the agenda for the relevant Board meeting and to avoid repetitiveness.
- c. A person seeking to address the Board should limit their comments to issues of concern before the Board and shall not contain comments of a personal nature directed towards individual Board members, NEIU employees or any other individual.

Board of Trustees
5500 North St. Louis Avenue
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Issued: April 7, 1998
Last Revision: November 19, 2020
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- d. The Board will allow up to thirty minutes in total for public comment/questions per meeting. Persons appearing before the Board will each be allotted no more than three (3) minutes for the purpose of making their public comments. This will be strictly adhered to with assistance of a timekeeper. It is the Chair's prerogative to extend the time allotted to any speaker, given the other matters on the Board's agenda.
 - e. The Board, in its discretion, may accept written comments at its meetings.
 - f. Any person who does not comply with these guidelines will not be allowed to address the Board.

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 Chair 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.