

Filling of Vacancies

Upon notice that a vacancy exists on the Board of Trustees, the remaining members shall fill the vacancy, and the person so appointed shall serve until he/she or a successor is elected at the next regular election for board members.¹

1. If the Board of Trustees fails to act within sixty days after a vacancy occurs, the Chairman of the Illinois Community College Board shall fill the vacancy.
2. The individual appointed to fill the vacancy shall have the same residential qualifications of all board members.
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election, and the term of the office of the board member vacating the position is not scheduled to expire at that election, then the term of the person so appointed shall extend through that election and until the next succeeding consolidated election.
4. If the term of the office of the board member vacating the position is scheduled to expire at the upcoming consolidated election, the appointed member shall serve only until he/she or a successor is elected at that election.

Upon notice that a vacancy exists on the Board of Trustees, the following steps will take place in order to fill such vacancy:

1. The Chairperson of the Board shall announce at the next meeting of the Board that such vacancy exists;
2. Following such announcement, the Chairperson shall cause notice of such vacancy to be published in a newspaper of general circulation within the district. Such notice shall occur at least twenty (20) days prior to the meeting during which the vacancy is sought to be filled.
3. The Chairperson shall also cause a press release announcing such vacancy to be sent to all media outlets normally provided press releases by the College.

The notices referenced above shall direct persons who wish to be considered for the vacancy to express their interest in writing to the Secretary of the Board by a specified date as determined by the Chairperson. Such date shall be approximately seven to ten days prior to the date of the meeting at which the vacancy is anticipated to be filled.

Candidates for the vacancy shall address the following in the written materials submitted to the Board:

1. Reason for seeking the appointment;
2. How the individual's qualifications will add to the composition of the Board in fulfilling its responsibilities to the district's citizens;
3. Experience in other areas which may enhance public policy or decision-making;
4. Other topics as may be determined by the Board.

Materials received by the Secretary shall be duplicated and distributed to other members of the Board. All materials received shall be determined to be public records.

The Board may invite those candidates from whom more information is desired to be interviewed by the Board. Such interviews may take place in Closed Session of the Board as permitted by law.

¹ 110 ILCS 805/3-7 Illinois Public Community College Act