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Illinois State Board of Education

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TO THE STATE BOARD OF EDUCATION:

The undersigned, your committee, appointed to revise the By-Laws, Rules and Regulations of the Board, and to report the organic acts of the Legislature, now in force pertaining to the Normal University, and the resolutions of the Board intended for its future guidance, reports as follows:

BY-LAWS, RULES AND REGULATIONS.

ARTICLE I.—*Meetings.*

SECTION 1. All meetings of the Board shall be held in the State Normal University building, unless otherwise ordered by the Board.

SEC. 2. The stated meetings of the Board shall be held on the third Wednesday in January, and on the Wednesday before Commencement. Other meetings of the Board may be held on the call of the President or Secretary, by adjournment, or on the written request of five of the members: *Provided, however*, that all the members shall be duly notified by the Secretary; and the notice shall distinctly state the special matters to be presented to the Board for its consideration at such meeting; and such special matter or matters shall be considered immediately after reading the minutes. And no other than such special matter shall be considered at such meeting, without the consent of two-thirds of the members present.

SEC. 3. The hour of meeting shall be 9 o'clock A. M. If a quorum shall not be present at 10 o'clock, the members present may adjourn to any specified time.

SEC. 4. Five members of the Board shall constitute a quorum.

ARTICLE II.—*Officers.*

SECTION 1. The officers of the Board shall be as follows: A President and Treasurer, who shall continue in office until their successors are elected and qualified, unless sooner removed by the Board. All elections for officers shall be by ballot, and shall be made at a stated meeting; and the votes of a majority of the members present shall be necessary for an election. The State Superintendent of Public Instruction is, *ex officio*, Secretary of the Board.

SEC. 2. The President shall take the chair at the appointed time, and, if a quorum is present, shall declare the meeting ready for business. He shall preserve order and decorum; decide all questions of order, subject to an appeal to the Board; declare all the votes, and decide when they are equal. He shall appoint all committees, unless otherwise ordered by the Board, and sign all orders on the Treasurer, when ordered by the Board. In his absence the Board shall appoint a President *pro tem.*, who shall be vested with all the powers and duties of the President.

SEC. 3. The Secretary shall keep a record of the proceedings of the Board, and shall duly notify all the members of the meetings of the Board. He shall attest all orders drawn upon the treasury, when ordered by the Board, and none others. In the absence of the Secretary the Board shall appoint a Secretary *pro tem.*, who shall be vested with all the powers and duties of the Secretary.

SEC. 4. The Treasurer shall have charge of all moneys belonging to the Board, and shall not pay any money without an order drawn on him by the President and attested by the Secretary. He shall make a written statement of the funds at each stated meeting, and oftener if required by the Board. He shall give bond, with such securities as the Board may approve, for the faithful discharge of the duties of his office.

SEC. 5. The President and Secretary shall draw orders upon the Treasurer of this Board, on the monthly pay-roll, for the salaries of the professors, teachers and employés of the University.

ARTICLE III.—*Committees and their Duties.*

SECTION 1. The following Standing Committees, consisting of three members each, shall be appointed at the time of the election of officers, and vacancies shall be filled whenever they occur, and a majority of each committee shall be necessary to form a quorum:

1. Auditing and Finance.
2. Teachers and Salaries.
3. Buildings and Grounds.
4. Text Books and Course of Instruction.
5. Rules and Regulations.
6. Theory and Art of Teaching, and Mental Science.
7. Language, including Reading and Elocution.
8. Natural Science and Mathematics.
9. History, Geography, Drawing and Music.
10. Training School.

SEC. 2. All committees shall report in writing, and every report shall be signed by a majority of the committee, and shall contain a statement of facts; and no report shall be made by a committee unless the subject thereof shall have been considered at a meeting duly called. When the report of the committee is made, a written report of the views of the minority may also be presented.

SEC. 3. No committee of this Board shall incur any pecuniary liability, unless an appropriation to cover the same shall have been first made by resolution of the Board.

SEC. 4. The Auditing and Finance Committee, and the Committee on Teachers and Salaries, and the Committee on Buildings and Grounds, shall meet at the University at 9 o'clock on the day before each semi-annual meeting of the Board, in January and May, and all bills and all matters properly coming before any one of said committees shall be submitted to the appropriate committee before ten o'clock of the day of the meeting of said committees. No bills of any character will be considered by the Board unless presented to the Auditing and Finance Committee on the first day of its semi-annual sessions.

SEC. 5. The Auditing Committee shall examine, audit and certify all bills presented to the Board, the accounts of expenditure of contingent funds, and of funds entrusted to any person or commit-

tee for expenditure, including the funds of the State Laboratory of Natural History; and no bill nor account shall be so audited without satisfactory proof that it is correct.

SEC. 6. The Committee on Teachers and Salaries shall appoint all the officers and teachers for the Normal University, and shall have power to remove any of them for incompetency, immorality, or any other proper cause, after having given ten days' notice of any charge which may have been duly presented, and ample opportunity for defense—their action, however, shall be subject to the approval of the Board.

SEC. 7. The Committee on Buildings and Grounds shall have charge of the buildings and grounds connected with the Normal University; shall see that they are kept in good repair and condition, and shall make such alterations, additions and improvements as the Board shall direct.

SEC. 8. The Committee on Text Books and the Course of Instruction shall prescribe the course of instruction to be pursued in the different classes, sections and departments of the Normal University, and shall make such changes in the same as from time to time they shall deem necessary for the interests of the Institution. They shall select the various text books to be used in the Normal University, and shall make such changes therein as may be deemed expedient, subject to the approval of the Board.

SEC. 9. The Committee on Rules and Regulations for the Normal University shall make such rules, to secure economy and accountability, and to regulate the management of the Institution, as may be necessary; and they shall recommend to this Board for its adoption such by-laws for the government, management, and discipline of the Institution, as they may deem requisite. They shall visit the University as often as the Board shall direct, and examine the books and reports, inquire into the progress of the students, the character and efficiency of the discipline administered, and make a faithful report.

ARTICLE V.—*Order of Business.*

SECTION 1. The Order of Business at every meeting shall be, unless otherwise specially ordered, as follows:

1. Reading, amending and adopting the minutes.
2. Election of officers.
3. Report of the President of the Normal University.
4. Treasurer's report.
5. Report of Special Committees.
6. Report of Standing Committees, in their order.
7. Communications.
8. Motions and resolutions.
9. Unfinished business.
10. General business.

ARTICLE VI.—*Members.*

SECTION 1. All resolutions shall be presented in writing, with the name of the mover; when so presented they shall be read, but shall not be considered until seconded.

SEC. 2. Motions to refer, lay on the table, to adjourn, and for the previous question, shall be taken without debate. A vote of the Board ordering the previous question shall be taken by ayes and noes, and shall preclude further debate, but shall not cut off pending amendments, each of which shall be decided in its order, and by ayes and noes, if required.

SEC. 3. Every member, before speaking, shall arise and address the President. When two or more members rise at the same time, the President shall decide which is entitled to the floor.

SEC. 4. Every member who is present when a question is put shall vote for or against the same, unless excused by the Board. Any member may demand the ayes and noes upon any vote which is taken.

SEC. 5. A motion to reconsider a vote may be made by any member at the same meeting, and shall be finally disposed of at such meeting; but no vote of reconsideration shall be taken more than once on the same question.

SEC. 6. These rules and by-laws may be altered, amended or repealed, at any stated meeting, by a vote of two-thirds of all the members present.

STANDING ORDERS.

1. *Terms and Commencement:*

The school year shall consist of forty weeks.

The first term shall begin, and continue twelve weeks.

The second term shall begin after the end of the first term, and continue twelve weeks.

The third term shall begin after the end of the second term, and continue twelve weeks.

Commencement day shall be the last Thursday of the third term.

The Special Term, for the benefit of actual teachers, shall begin, and continue four weeks.

2. *Department for Training Advanced Teachers:*

All persons who, upon examination by the Faculty, are found qualified to receive a first grade teacher's certificate, as provided in Section 50 of the School Law, shall be received into a class, for special training in methods of teaching.

The course prescribed for such class shall be for one year only. All persons who have been members of such class for the time prescribed, shall be entitled to a certificate of such attendance from the President of the University.

[*Proceedings of the Board at June meeting, 1876.*]

3. *Absences of Instructors:*

This Board disapproves of all absences of Professors of the Institution on their private business, and instructs the President to withhold the salary of such absentees, in the future, until the matter has been adjusted by the Board.

[*Proceedings of the Board at December meeting, 1878.*]

4. *Reports of Professors:*

All reports by Professors of the University shall be made direct to the President of the University, and be referred by him to this Board with his report.

[*Proceedings of the Board at January meeting, 1880.*]

5. *Text Books:*

All text books adopted by this Board shall continue to be used in the University until a change is made by a vote of the Board.

When a teacher wishes a change in text books he shall state in writing to the Committee on Text Books the change desired, with his reasons therefor.

The text books at present in use in the University shall be considered adopted by this Board, except in so far as they come in conflict with the resolutions heretofore adopted by this Board.

[*Proceedings of the Board at January meeting, 1881.*]

6. *Pupils from McLean County:*

No pupils shall be received from McLean county, in addition to the number to which said county is entitled by law, except such as exhibit superior scholarship, at least to the extent of receiving a standing of eighty-five per cent. upon their entering examination.

[*Proceedings of the Board at January meeting, 1880.*]

7. *Illinois State Laboratory of Natural History:*

WHEREAS Since the control of the Museum of the Illinois State Natural History Society was transferred to the State Board of Education, no general declaration has ever been made by this Board of the relations and policy of the Museum or of the purposes of the Board concerning it; and

WHEREAS, It seems desirable that the students and friends of science should know definitely and authoritatively the nature, scope and promise of the work of said Museum, in order that they may intelligently co-operate with its officers for the promotion of the scientific interests of the State; therefore

Resolved, That we regard the Museum as a State institution, devoted to the prosecution of a natural history survey of the State, to the encouragement and aid of original research, and to the diffusion of scientific knowledge and habits of thought among the people.

That we consider it an important part of its work to supply collections of specimens to the public schools, so far as this can be done consistently with its own general interests; and especially to provide all needed facilities for the instruction of teachers in natural history, and in the most approved and successful methods of teaching the same; and

That we cordially invite the co-operation of the scientists of Illinois, offering them the free use of its collections, library and apparatus, and assuring them that whatever may be contributed to its cabinets or its funds, shall be used faithfully and impartially for the advancement of science throughout the State at large.

[*Proceedings of the Board at Dec. meeting, 1875.*]

Resolved, That the name of the Museum be changed, so that hereafter it shall be known as the Illinois State Laboratory of Natural History; and that the title of Curator be changed to that of Director.

[*Proceedings of the Board at Dec. meeting, 1876.*]

The President and Secretary of this Board are directed to draw upon the Treasurer of the Board monthly, in advance, orders in favor of the Director of the State Laboratory of Natural History, for such installments of the quarterly appropriation for said laboratory, as said Director may deem to be necessary for the month.

[*Proceedings of the Board at January meeting, 1880.*]

*Organic Acts of the Legislature, now in force, Pertaining to the
Illinois State Normal University.*

(For copies of these Acts see the Manual of the Board for 1876.)

AN ACT for the establishment and maintenance of a Normal University.—[Approved Feb. 18, 1857.]

AN ACT to refund the interest on the College or University Fund, and appropriate the same for the use of the State Normal University.—[Approved Feb. 14, 1861.]

AN ACT concerning the Board of Education and the Illinois Natural History Society.—[Approved Feb. 28, 1867.]

AN ACT to incorporate the Wrightonian Society.—[Approved Feb. 28, 1867.]

AN ACT to incorporate the Philadelphian Society of the Illinois State Normal University.—[Approved Feb. 28, 1867.]

LIST AND DESCRIPTION OF ALL REAL ESTATE owned and controlled by the State Board of Education, for the use of the Normal University, at Normal, McLean county.

(For copy of List see Manual of the Board for 1876.)

Respectfully submitted,

JAMES P. SLADE,
Secretary.

(The Secretary was requested to have the above report printed, and to send two copies to each member of the Board.)