**Section 1720.330 Committees**

a) Committee Structure – The Council may have both ad hoc and standing commitees.

b) Standing Committees – Standing Committees shall be established by the Council through resolution directing the Chairman to appoint such a committee and defining the committee's mission and responsibility. The committees shall function consistent with subsection (j) below. Standing committee reports and recommendations shall be presented to the Council for review, consideration, acceptance, adoption, or other appropriate Council action. The Council shall establish the Grant Review Committee. The Grant Review Committee shall recommend programs, implement entities, and award amounts to the Council, consistent with the Act, the Rules for the Award and Monitoring of Trust Funds, and the annual statewide strategy approved by the Council.

c) Ad Hoc Committees − Ad Hoc Committees shall exercise those powers as are delegated to them by the Chairman, these Organizational Rules, and as are appropriate to their mission and responsibility. Ad Hoc Committee reports and recommendations shall be submitted to the Chairman and the Council and shall be advisory only.

d) Membership − The Chairman shall appoint all committee chairmen and vice chairmen. Standing committees shall consist of at least three (3) Council members appointed by the Chairman. Ad Hoc Committees shall include at least one council member, appointed by the Chairman. The Chairman may appoint non-Council members to an ad hoc committee. The members of all committees shall serve at the pleasure of the Chairman.

1) Committee Designees – A Council member may appoint a deputy director, assistant director, or a similar senior level staff person as the Council member's designee to serve as a voting member on a committee. Such designation shall be submitted in writing to the Chairman of the Council who will inform the appropriate committee chairmen.

2) Written Communication – When unavailable for meetings, committee members or their designees may present signed and dated written communications which shall be distributed or read to committee members by the chairman. Such written communications shall not be considered proxies, votes or motions. However, a motion or motions may be made by other members concerning the contents of such written communication. Such written communications shall be included in the minutes of the committee meeting.

e) Meetings – Either the Chairman or a committee chairman may schedule a committee meeting.

f) Quorum – A quorum of a committee shall constitute a majority of the committee members or their designees including the committee chairman or vice chairman, who are present, in person or by telephone, at the initial roll call at the commencement of any committee meeting. If a quorum is not present at the scheduled time of the meeting, the committee chairman may continue a roll call for a reasonable time after which, if a quorum is still not present, the committee meeting shall be adjourned. No vote may be taken unless at least three (3) committee members or their designees, are present at the time of the vote.

g) Participation – With the consent of a committee chairman, representatives of any Council member, specifically designated to the Chairman of the Council, may participate in any committee for discussion purposes. Members of the Council who are not committee members shall have the right to participate in committee meetings but shall not have the right to vote. However, the Chairman of the Council may designate any Council member to become an ad hoc voting member of a committee when necessary to ensure a quorum.

h) Notice – A committee meeting shall be scheduled upon at least seven (7) days notice by telephone, mail, or equivalent means, to committee members. However, notice for any committee meeting involving public hearings or regulatory or rulemaking proceedings must be mailed at least fourteen (14) business days prior to the meeting date.

i) Oversight of Committees – In order to provide for oversight by the Council of committee activities, whether ad hoc or standing, Council members shall be notified by phone, mail, or equivalent means, of all motions passed by a particular committee, within seven (7) days of any committee meeting, or prior to the next meeting of that committee, or before the next meeting of the Council, whichever is sooner. Within fourteen (14) days of receipt of such information, a special meeting of the Council may be convened upon the request of four (4) Council members, for the purpose of fully discussing any action taken by a committee and to supersede the authorization granted to the committee to act on the Council's behalf in any particular matter.

j) Minutes and Reports – Minutes of all committee meetings shall be kept. Copies of minutes shall be furnished to all members of the Council within 42 days following each committee meeting. Minutes and reports shall be the responsibility of the committee secretary.

k) Rules – Committees shall be governed by these Organizational Rules and any and all amendments thereto.

(Source: Amended at 18 Ill. Reg. 13448, effective August 22, 1994)