**Section 1750.340 Committees**

a) Committee Structure − The Authority shall have both ad hoc and standing committees.

b) Membership − The Chair shall appoint all committee chairs and vice chairs. Except for the Appeals Committee, standing committees shall consist of at least seven members of the Authority appointed by the Chair. Ad Hoc Committees shall include at least one Authority member, who shall be appointed by the Chair. The Chair may appoint non-Authority members to an Ad Hoc Committee. The members of all committees shall serve at the pleasure of the Chair. The Chair and Vice Chair, ex officio, shall be voting members of all committees.

c) Meetings − Either the Chair or a committee chair may schedule a committee meeting.

d) Quorum − No business may be conducted by a committee unless a majority of the number of committee members, including either the committee chair or vice chair, are present. Members may be present via electronic means, including but not limited to, conference calls and video conferencing. After a quorum is announced, no committee vote may be taken unless at least three (3) committee members are present at the time of the vote.

e) Public Hearings − The Chair or a committee chair may convene public hearings, upon at least ten (10) business days notice, in order to establish a record of public comment on proposed rules, regulations or legislation. The presence of a majority of the number of committee members shall not be required in order to conduct public hearings.

f) Participation − With the consent of a committee chair, representatives of any Authority member, specifically designated to the Chair of the Authority, may participate in any committee meeting for discussion purposes. Members of the Authority who are not committee members shall have the right to participate in committee meetings and shall have the right to vote. The Chair of the Authority may designate any Authority member to become an ad hoc voting member of a committee when necessary to ensure a quorum.

g) Designees − The ex officio members of the Authority may appoint a deputy director, assistant director, or similar senior level staff person as the Authority member's designee to serve as a voting member on any standing committee; however, the Chair or Acting Chair of a committee shall be an Authority member. Such designation shall be in writing to the Chair of the Authority who will inform the appropriate committee chairs. For purposes of these rules, the ex officio members of the Authority are: the Attorney General, the director of the Illinois Department of Corrections, the director of the Illinois Department of State Police, the director of the Office of the State's Attorneys Appellate Prosecutor, the executive director of the Illinois Law Enforcement Training Standards Board, the director of the Office of the State Appellate Defender, the Sheriff of Cook County, the clerk of the circuit court of Cook County, the State's Attorney of Cook County, and the superintendent of the Chicago Police Department..

h) Notice − A committee meeting shall be scheduled upon at least 48 hours notice − by telephone, mail or equivalent − to the committee members. However, notice for any committee meeting involving public hearings or regulatory or rulemaking proceedings must be mailed at least ten (10) business days prior to the meeting date.

i) Oversight of Committees − In order to provide for oversight by the Authority of actions taken by any committee, whether ad hoc or standing, Authority members shall be notified − by phone, mail or equivalent − of all motions passed by a particular committee, within five (5) business days of any committee meeting, or prior to the next meeting of that committee, or before the next meeting of the Authority, whichever is sooner. Within ten (10) business days of receipt of such information, a special meeting of the Authority may be convened upon the request of five (5) Authority 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 Authority'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 Authority within 42 days following each committee meeting. Minutes and reports shall be the responsibility of the committee secretary. A committee chair may designate anyone to serve as committee secretary.

k) Rules − Committees shall be governed by these Organizational Rules.

l) Ad Hoc Committees − The Chair may create Ad Hoc Committees. Ad Hoc Committees shall exercise those powers as are delegated to them by the Chair, these Organizational Rules, and as are appropriate to their mission and responsible. Ad Hoc Committee reports and recommendations shall be submitted to the Chair and shall be advisory only.

m) Standing Committees − The Authority shall establish the following standing committees with the powers and duties stated.

1) Budget Committee − The Budget Committee shall:

A) review the budget of the Authority and oversee the Criminal Justice Information Systems Fund;

B) receive fiscal reports about the funds made available to further the purposes of the Illinois Criminal Justice Information Act;

C) oversee the grant award procedures of the Authority; and

D) present testimony and advocate the Authority's budget request before the Governor and General Assembly.

2) Information Systems Committee − The Information Systems Committee shall:

A) review and monitor the development and operation of comprehensive criminal justice information systems in Illinois; and

B) oversee the annual and periodic audits of the state central repositories as provided in the Illinois Criminal Justice Information Act.

C) evaluate programs and make recommendations regarding the proper reporting of automated dispositions to the Department of State Police by state's attorneys and clerks of the circuit courts.

3) Legislation and Regulations Committee − The Legislation and Regulations Committee shall:

A) review legislation and regulations proposed by Authority staff and other agencies which have systemic impact on criminal justice information;

B) provide testimony and make recommendations to the Governor and General Assembly regarding proposed legislation and regulations, as provided in the Illinois Criminal Justice Information Act;

C) study and recommend regulations to ensure the privacy and security of criminal history record information as required by the Illinois Criminal Justice Information Act; and

D) provide testimony and act as an advocate before the Joint Committee on Administrative Rules in favor of those privacy and security and other rules and regulations proposed by the Authority as required by the Illinois Criminal Justice Information Act.

4) Planning and Research Committee − The Planning and Research Committee shall:

A) review the research projects, proposals and programs of the Authority;

B) plan, evaluate and correlate State and local programs as provided in the Illinois Criminal Justice Information Act; and

C) oversee the establishment and operation of an institutional review board to ensure the protection of human research subjects.

5) Appeals Committee − The Appeals Committee shall hear all administrative appeals by individuals challenging the accuracy and completeness of criminal history record information. The Appeals Committee shall consist of three of the Authority's five members of the general public. The Chair of the Authority shall appoint the chair and members of the Appeals Committee. If one or more of the members of the Appeals Committee are unavailable to hear an appeal, then the Chair of the Authority, or in his or her absence the Vice Chair, shall appoint replacement(s) for the unavailable member(s) for the limited purpose of hearing the appeal in question.

n) With the advice and consent of the chair of any standing committee, the Chair of the Authority may create Advisory Committees to a standing committee. The Chair may appoint non-Authority members to an Advisory Committee. The members of an Advisory Committee shall serve at the pleasure of the Chair. Advisory Committees shall exercise those powers as are delegated by the committee chair, these organizational rules and as are appropriate to their mission and responsibilities. Advisory Committee reports and recommendations shall be submitted to the committee chair and shall be advisory only.

(Source: Amended at 26 Ill. Reg. 4182, effective March 7, 2002)