**Section 1760.120 Meetings**

a) Regular Meetings – Regular meetings of the Board shall be held at least twice per year at the offices of the Authority or at some location to be determined by the Chair. Meetings and notice for meetings shall be in conformance with the Illinois Open Meetings Act [5 ILCS 120].

b) Quorum – A quorum shall constitute a majority of Board members or designees then holding office who are present, in person, by telephone or other electronic means, at the initial roll call at the commencement of any regular or special meeting. If a quorum is not present at the scheduled time of the meeting, the Chair may continue a roll call for a reasonable time after which, if a quorum is still not present, the meeting shall be adjourned.

c) Passage of Motions – After a quorum is announced, a majority of those voting on a motion shall be sufficient to pass and make it the official act of the Board. After a quorum is announced, Board business may continue to be transacted by the members remaining, provided, however, that no vote may be taken unless at least eight of the members then holding office are still present at the time of the vote.

d) Voting Procedures – The Chair shall have the right to call for a vote by voice vote or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

e) Participation in Meetings

1) Proxies – Proxies to vote shall not be permitted. A Board member or official designee may be present, in person, by telephone or other electronic means, to record his or her vote and to present a motion or motions.

2) Designees – The ex officio members of the Board may appoint a deputy director, assistant director, or similar senior level staff person as the Board member's designee to serve as a voting member on the Board or on any committee. Such designation shall be in writing to the Chair of the Board. Designees shall have the full rights and authority as the ex officio member on the Board. For purposes of these rules, the ex officio members of the Board are: the Attorney General, the Secretary of State, the director of the Illinois Criminal Justice Information Authority, the director of the Illinois Department of State Police, the director of the Illinois Department of Central Management Services, the director of the Illinois Department of Corrections, the director of technology in the Governor’s Office, the superintendent of the Chicago Police Department, the Cook County State’s Attorney, the Cook County Sheriff, the clerk of the circuit court of Cook County, the Cook County Chief Information Officer, and the Cook County Public Defender.

3) Written Communication – When unavailable for meetings, Board members may present signed and dated written communications which shall be distributed or read to Board Members by the Chair. Such written communication 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 meeting.

4) Discussion – Discussion and participation in meetings shall be subject to Robert's Rules of Order. Non-Board members may address the Board or otherwise participate in its meetings in any manner with the consent of the Chair. However, if there is an objection by a Board member to such address there shall be a vote of the Board upon the matter.

5) Disruption – Anyone disrupting or otherwise interfering with the conduct of a meeting shall be removed from the place of meeting by order of the Chair.

f) Agenda – The Chair shall prescribe the agenda for all Board meetings. Any Board member may have an item placed on the agenda by notifying the Chair in writing in advance of the mailing of the agenda. Such notification also should include a copy of any written materials that the Board member wishes distributed to the Board members.

g) Notice – An agenda, together with a notice of the time and place of all regular meetings shall be mailed to Board members at least seven days prior to the meeting date. The Chair may postpone or reschedule any regular or special meeting upon at least 24 hours notice – by telephone, mail or equivalent means – prior to the scheduled meeting. Notice of the rescheduled meeting date shall be provided at least 48 hours in advance.

h) Expenses – Members of the Board shall serve without compensation. Board Members shall be entitled to reimbursement for reasonable expenses incurred in connection with their duties.