**Section 1875.230 Officers, Nomination and Elections, Responsibilities, Meetings, Vote, and Quorum**

a) The Commission shall annually elect a Chairperson and any other officers it deems necessary. Other officers shall include a Vice Chairperson, a Secretary and a Treasurer.

b) Candidates for officers shall be nominated by a Nominating Committee consisting of at least 2 members of the Commission appointed by the Chairperson prior to the annual meeting. Nominations may be by ballot. The officers shall be elected by the Commissioners at the annual meeting and hold office for a term of one year or until their successors are duly elected and qualified at a special meeting of the Commission. Vacancies in any office shall be filled by the Commission.

c) The officers shall perform the duties of their office and such other duties as may be required by this Part.

1) The principle duties of the Chairperson of the Commission shall be to:

A) Preside at all meetings of the Commission.

B) Appoint all committees and receive committee reports.

C) Determine the time and place of meetings of the Commission.

D) Perform all other duties incident to the office of Chairperson.

2) The principle duties of Vice Chairperson shall be to:

A) Perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson.

B) Sit as a voting member of the Human Rights Authority, Legal Advocacy Services and Office of the State Guardian Committees.

C) Perform such other duties as may be required.

3) The principle duties of the Secretary shall be to:

A) Record the minutes of all proceedings at the Commission meetings.

B) Perform such other duties as may be required by the Commission.

4) The principle duties of the Treasurer shall be to:

A) Chair the Fiscal Committee.

B) Perform such other duties as may be required by the Commission.

d) The Commission meetings are subject to the provisions of the Open Meetings Act [5 ILCS 120].

1) The Commission shall meet at least once every 3 months, at times and places determined by the Chairperson.

2) Special or additional meetings may be called by the Chairperson upon written notice 7 days before the meeting or by written petition of 5 members submitted to the Chairperson.

3) The Commission shall record minutes of the proceedings of each meeting.

4) The annual meeting shall be held in the last quarter of the fiscal year, no later than June 30.

e) Each Commissioner shall be entitled to one vote on all matters presented to the Commission. Proxy ballots shall be accepted when submitted in writing to the Chairperson.

f) Six members of the Commission shall constitute a quorum. A majority vote in a meeting at which a quorum is present shall be sufficient to constitute the transactions of the business of the Commission.

(Source: Amended at 24 Ill. Reg. 13637, effective August 22, 2000)