**Section 1925.260 Meetings**

a) As provided in The Open Meetings Act [5 ILCS 120/2] all decisions of the State Board shall be made at meetings open to the public.

b) The State Board shall keep a complete and accurate record of all meetings including the votes of individual members on all matters before it. Minutes of State Board meetings may be taken by stenographic, electronic or other means. Transcriptions of any minutes taken or made by the State Board may be obtained pursuant to the provisions of the Freedom of Information Act [5 ILCS 140/1] following approval of such minutes by the State Board.

c) Regular and special meetings shall be called by the Chairman through the Executive Secretary.

d) The State Board shall meet at least once each quarter, or as often as the Chairman of the State Board deems necessary, or upon the request of the majority of the members.

e) The State Board shall, in the scheduling and conduct of its meetings, comply with the provisions of the Open Meetings Act [5 ILCS 120/2] specifically that the State Board shall adopt prior to the beginning of each fiscal year a schedule of meetings which shall state the regular dates, times, and places of such meetings.

f) Public notice of regular meetings shall be given by posting a copy of the notice at the office headquarters of the State Board and supplying notice to media requesting such information pursuant to the Open Meetings Act.

g) The State Board, through its Executive Secretary, shall at the beginning of each fiscal year, prepare and make available a schedule of all its regular meetings for such fiscal year, listing the times and places of such meetings. If a change is made in regular meeting dates, at least 10 days notice of such change shall be given by publication in a newspaper of general circulation, with notice of such change posted at the principal office, and supplied to those media that have requested annual information.

h) Special meetings may be called by the Chairman or a majority of State Board members upon at least 24 hours written notice to each member. Public notice of all special meetings, rescheduled regular meetings, or reconvened meetings shall be given at least 24 hours before such meetings, except that public notice of reconvened meetings does not apply to any case where the meeting is to be reconvened within 24 hours, nor to any case where announcement of the time and place of the reconvened meeting was made at the original meeting, and there is no change in the agenda.

i) Meetings of the State Board may be held with Board members physically present or present telephonically. Meetings held with teleconferencing equipment shall have hook-ups in, at least, Chicago and Springfield. Both locations shall be open to the public.

(Source: Amended at 24 Ill. Reg. 15060, effective September 26, 2000)