**Section 1925.720 Meetings**

a) The State Board will, in the scheduling and conduct of its meetings, conform to all requirements of the Open Meetings Act [5 ILCS 120].

b) As provided in the Open Meetings Act, all decisions of HFSRB shall be made at meetings open to the public.

c) HFSRB shall keep a complete and accurate record of all meetings, including the votes of individual members on all matters before it. Minutes of HFSRB meetings shall be taken by a court reporter. Transcriptions of any minutes taken or made by HFSRB may be obtained pursuant to the provisions of the Freedom of Information Act and the Open Meetings Act following approval of the minutes by HFSRB.

d) Meeting Schedule

1) Regular and special meetings shall be called by the Chairman through the Administrator.

2) *HFSRB shall meet at least every 45 days, or as often as the HFSRB Chairman deems necessary, or upon the request of the majority of the members.* [20 ILCS 3960/4(h)]

3) HFSRB, through its Administrator, shall, at the beginning of each fiscal year, prepare and make available a schedule of all regular HFSRB meetings for the fiscal year, listing the dates, times and places of the meetings. If a change is made in regular meeting dates, at least 10 days notice of the change shall be given by publication in a newspaper of general circulation, with notice of the change posted at the principal HFSRB office (see Section 1925.300), and shall be supplied to those media that have requested annual information.

4) Public notice of regular meetings shall be given by posting the notice on the HFSRB website (http://www.hfsrb.illinois.gov).