**Section 2175.135 Minutes of Open Board Meetings; Minutes and Verbatim Record of Closed Deliberative Sessions**

a) The Board will keep minutes of all open Board meetings in compliance with Section 2.06(a) of the Open Meetings Act [5 ILCS 120/2.06(a)]. Minutes of all open meetings will be available to the public at the Clerk's Office and on the Board's Website (see Section 2175.310) within seven days of approval of the minutes. The minutes will remain posted on the Board's Website for at least 60 days after their initial posting [5 ILCS 120/2.06(b)]. The minutes will include the time, date, and place of the meeting, the items decided and the numeric decision vote, the Board members recorded as present or absent, and whether the members were present physically, by videoconference, or telephonically.

b) The Board will keep a verbatim record of open meetings held under Section 7(e) of the Open Meetings Act [5 ILCS 120/7(e)], either in the form of audio or video recording. Verbatim records will be made available to the public, and are otherwise subject to, the provisions of Section 2.06of the Open Meetings Act [5 ILCS 120/2.06]*.*

c) The Board will keep minutes of all its closed deliberative sessions in compliance with Section 2.06(a) of the Open Meetings Act [5 ILCS 120/2.06(a)]. Minutes of all these sessions will be available to the public only as required by Sections 2.06(d) and (f) of the Open Meetings Act [5 ILCS 120/2.06(d) and (f)]. The minutes will include the time, date, and place of the session, the items on which the Board deliberated, the Board members recorded as present or absent, and whether the members were present physically, by videoconference, or telephonically.

d) The Board will keep a verbatim record of all its closed deliberative sessions in the form of an audio or video recording in compliance with Section 2.06(a) of the Open Meetings Act (5 ILCS 120/2.06(a)). Verbatim recordings of all closed sessions will be available to the public only as required by Sections 2.06(c) and (e) of the Open Meetings Act [5 ILCS 120/2.06(c) and (e)].

(Source: Amended at 44 Ill. Reg. 14166, effective August 21, 2020)