**Section 2525.110 Officers**

a) The officers of the Commission shall be a President, Vice-President, Treasurer and Secretary, who shall constitute the Executive Committee of the Commission.

b) Officers of the Commission shall be members of the Commission elected to their posts by the Commission at its annual meeting, and shall hold office for one year and until their respective successors have been elected.

c) Vacancies may be filled or new offices created at any meeting of the Commission, duly called for that purpose.

d) Any vacancy in any office of the Commission occurring by reason of death, resignation, disqualification, removal, or failure or refusal to act shall be filled for the unexpired portion of the term by election by the Commission at a meeting duly called for that purpose or at any regular or special meeting of the Commission.

e) The President shall in general supervise the business and affairs of the Commission. The President shall preside at all meetings of the Commission. The President may sign, with the Secretary or any other proper officer of the Commission, any deeds, mortgages, bonds, contracts or other instruments the Commission has authorized to be executed or that are otherwise required by law to be signed and executed, and in general shall perform all duties incident to the office of President and all other duties as prescribed by the Commission.

f) The Vice-President shall act with full power of the President in case the President is absent or unable or unwilling to act, or there is a vacancy in the office of the President.

g) The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Commission; shall receive and give receipts for moneys due and payable to the Commission, from any source whatsoever, and deposit all those moneys in the name of the Commission in a bank, trust company or other depository selected by the Commission; and, in general, shall perform all duties incident to the office of Treasurer and other duties assigned by the President or the Commission. Some or all of these duties may be delegated to the Executive Director or their designee.

h) The Secretary shall prepare and keep the minutes of the Commission meetings; be custodian of the records of the Commission; attest the act of the President or Vice-President when required by law; and render all duties required by statute, by the President or by the Commission. The Secretary shall keep all records of the Commission in the principal office of the Commission, and the records shall not be removed from the principal office except on order of the President. Some or all of these duties may be delegated to another officer or to the Executive Director or to the Executive Director's designee.

i) All officers shall assume the duties of their respective offices immediately upon their election.

j) In the event of the absence of the President and Vice-President from any regular or duly called special meeting of the Commission, or their inability or refusal to act, the members present may elect, by a majority vote of the Commissioners present, a temporary chair.

k) In the event of the absence of the Secretary from any meeting of the Commission, the chair of the meeting shall appoint one of the Commissioners present to act as Secretary.

l) In the event of absence, refusal, or inability to act of any officer (except the President), the President may appoint one of the other Commissioners to act in place of that officer. In the event of the death of an officer, the President may appoint one of the other Commissioners to act in that officer's place until a successor is elected and assumes the office.

(Source: Amended at 48 Ill. Reg. 8616, effective May 28, 2024)