**Section 310.40 Meetings**

a) Annual Meeting

The annual meeting of each regional authority shall convene in June for the purpose of electing officers and for any other business that may be brought before it.

b) Regular Meetings

*Each regional authority shall meet not less than once every two months.*

c) Special Meetings

*Meetings may also be held upon call of the Regional Chairperson or upon written request of any five members of the Regional Authority.*

d) Quorum

*Five members shall constitute a quorum.* (Section 14 of the Act)

e) Voting on Actions

Except as provided in Section 310.50(c) and 310.70(c)(3) and (e), no action shall be taken at any meeting of a regional authority except upon a majority vote of the members in attendance and constituting a quorum.

f) Notice

Each regional authority shall give public notice of its schedule of regular meetings at the beginning of each calendar year, including the dates, times, and places of meetings, if known. Public notice of any special meeting or reconvened regular meeting shall be given at least 48 hours before the meeting. However, this requirement of public notice of reconvened meetings does not apply to a meeting reconvened within 24 hours or when announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in agenda. Public notice shall be given by posting a copy of the notice at the Commission's offices located in Springfield and Chicago, Illinois, and at the regional authority's regional office and at the building where the meeting is to be held. In addition, an authority shall provide notice of its meetings to any newspaper or radio or television station that requests notice.

g) Minutes

Minutes of each meeting shall be recorded by the secretary of the authority or designee and a copy retained by the secretary. The minutes, except as provided by Section 310.80(d), shall be available, within 7 days after their approval, for public inspection at the Commission's offices located in Springfield and Chicago, Illinois and the regional authority's regional office.

h) Location of the Meeting Place

Each regional authority shall conduct meetings at locations within its regional boundaries so as to facilitate participation by the regional authority members and residents of the region.

i) Accessibility of Meeting Place

Each regional authority shall conduct its meetings at facilities that are accessible to the mentally and physically impaired.

j) Public Comment

A portion of each meeting shall be set aside for comments or questions by nonmembers.

k) Open Meetings Act

The meetings of all regional authorities shall be conducted in compliance with the provisions of the Open Meetings Act [5 ILCS 120] and the Illinois Guardianship and Advocacy Act [20 ILCS 3955].

(Source: Amended at 44 Ill. Reg. 1976, effective December 31, 2019)