**Section 10.120 Schedule and Notice**

a) Regular Meetings. Prior to the beginning of each fiscal year, the Board shall adopt a schedule of all its regular meetings. That schedule shall appear at least once in its minutes. The schedule shall include the dates, times and places of the meetings. This schedule shall be posted at the Board's executive office in Springfield and on its website. A copy of the schedule shall be sent to all parties requesting a copy. Requests should be mailed to: Executive Director, Capital Development Board, 401 South Spring Street, Springfield, Illinois 62706. Requests are valid for one year after the date of receipt.

b) Special Meetings. Upon the request of 2 or more members of the Board, one of whom may be the Chairperson, the Board may hold a special meeting on call of the Chairperson. The request of 2 or more members shall be evidenced in written application to the Chairperson. At least 48 hours written notice of the special meeting shall be given to the members. The written notice shall be promulgated by the Executive Director upon direction of the Chairperson and shall be sent to each member by e-mail transmission.

(Source: Amended at 43 Ill. Reg. 14084, effective November 20, 2019)