**Section 2260.60 Meetings**

a) All meetings shall be open to the public, except that meetings or portions of meetings may be declared closed in accordance with Sections 2 and 2a of the Open Meetings Act [5 ILCS 120].

b) The proceedings of a meeting may be recorded and shall be in accordance with the Open Meetings Act.

c) A schedule of all meetings shall be developed so that public notice of the dates, times and locations of the regularly scheduled meetings will be posted at the beginning of the calendar year at appropriate DHS administrative offices. Copies of the public notice will also be provided to news media upon written or oral request.

d) The agenda for each regular meeting and the location where the meeting will be held shall be posted at DHS administrative offices at least 48 hours in advance of the meeting.

e) Public notice of the date, time, location and agenda of each special meeting shall be posted at appropriate DHS administrative offices at least 48 hours in advance of the meeting and in accordance with Sections 2.02 and 2.03 of the Open Meetings Act.

f) All meetings, conferences, seminars, hearings, focus groups or other Board-sponsored events must be accessible to persons with disabilities, including employees, participants and the members of the public. Accessibility at meetings includes accessible communications, materials and facilities.

g) Meetings may be held via videoconferencing and/or teleconferencing. The location of the videoconferencing or dial-in information shall be contained in meeting notices only in accordance with, and to the extent allowed by, specific procedural rules adopted by the body.