**Section 515.420 Meetings**

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

b) The proceedings of meetings may be recorded in accordance with Section 2.05 of the Open Meetings Act [5 ILCS 120/2.05], which allows any person to record a meeting required to be open unless a witness testifying before the Council refuses to testify on the basis that his or her testimony will be broadcast or televised or that motion pictures will be taken during testimony. If such refusal occurs, recording shall be prohibited.

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) Public notice of the date, time, location and agenda of each special meeting shall be posted at appropriate DHS administrative offices at least 24 hours in advance of the meeting and in accordance with Sections 2.02 and 2.03 of the Open Meetings Act [5 ILCS 120/2.02 and 2.03].

e) All meetings of the Council shall be physically and communicatively accessible to all persons with disabilities.

(Source: Amended at 23 Ill. Reg. 3957, effective March 19, 1999)