**Section 1203.20 Employee Board Meetings**

a) All board meetings are public meetings. Board meetings shall be conducted, and employee boards shall decide cases before them, in the same manner as meetings are conducted and decisions made by the Commission. A majority of a board shall constitute a quorum for the transaction of business.

b) Minutes of board meetings shall be retained and *shall include the date, time and place of the meeting; the members of the board recorded as present or absent; and a general description of all matters proposed, discussed or decided, and a record of any votes taken* (Ill. Rev. Stat. 1985, ch. 102, par. 42.06). Minutes shall be prepared by the Board Secretary and shall be kept available for public inspection (See Illinois Freedom of Information Act, Ill. Rev. Stat. 1985, ch. 116, pars. 201 et seq.).

c) To the extent that there are matters for a board's consideration, the board shall meet weekly at designated times in the Commission offices in Springfield.