**Section 800.120 Meetings**

a) Regular meetings. Meetings of the Board shall be held at least once each calendar quarter, on a date and at a time specified by the Chair.

b) Special meetings. Special meetings may be called at any time by the Chair or Vice Chair of the Board or by any three members of the Board.

c) Place and hour of meetings. Meetings of the Board shall be held at the general office of the Board or at any other place selected by the Chair or agreed upon by the Board, at the hour fixed by the Chair or by the members calling a special meeting.

d) Annual meeting. The annual meeting of the Board shall be held in the month of September, unless otherwise specified by the Chair or agreed upon by the Board.

e) Quorum. A majority of all members of the Board or Committee appointed and serving on the Board or Committee shall constitute a quorum for the transaction of business at any regular or special meeting of the Board or Committee.

f) Meetings. All meetings of the Board and any subsidiary body, including without limitation any committee, shall be subject to and conducted in accordance with the Open Meetings Act [5 ILCS 120].

g) Attendance by a means other than physical presence

*If a quorum of the members of the Board or any Committee is physically present, a majority of those physically present, as required by Section 2.01 of the Open Meetings Act, may allow a member of the Board to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of:*

1) *personal illness or disability;*

2) *employment purposes or the business of the Board; or*

3) *a family or other emergency.* [5 ILCS 120/7]

h) Voting. Each member shall have one vote on any question coming before the Board/Committee at any regular or special meeting at which that member is in attendance. Concurring votes by a majority of the members at the meeting shall be necessary for the adoption of any resolution or action by the Board/Committee.

i) Roll calls. The Chair or any member may request a roll call on any motion or resolution involving an expenditure of moneys or the creation of a liability for the Board or on any other motions. The vote of each member present shall then be recorded in the minutes of the meeting.

j) Reconsideration. A motion for the reconsideration of any vote shall be in order only if made at the meeting at which the vote sought to be reconsidered is taken or at the next regular meeting.

k) Deferral of reports. Upon request of any two members of the Board, the consideration of any report presented by any committee shall be deferred for one meeting, and a copy of the report of the committee shall be provided each member of the Board.

l) Record of proceedings. The Board shall keep a full record of all its proceedings in which all of its transactions is recorded. All resolutions approved by the Board shall be signed by the Chair and Recording Secretary and shall be filed with the minutes of the meeting at which adopted. At least five days before the date of the next scheduled meeting, the Board's General Counsel shall supply each Board member with a copy of the minutes of the last meeting.

(Source: Amended at 42 Ill. Reg. 19060, effective October 3, 2018)