**Section 626.10 Meetings of the Commission**

a) Ethics Commission meetings shall be held each January and throughout the year as needed.

b) The Chairperson or any two members of the Ethics Commission may call a Special Meeting of the Ethics Commission.

c) The regular meetings of the Ethics Commission shall be held at Springfield, Illinois, or such other place as designated by the Chairperson. The Chairperson shall designate the place of Special Meetings.

d) Notice of a meeting shall be transmitted to the members not less than five business days prior to any session of the Ethics Commission.

e) For the purposes of public notice, such notice to the public shall be posted at 325 West Adams, Springfield, Illinois, and at the Office of the Comptroller at 100 West Randolph, Suite 15-500 in Chicago, Illinois. Such public notice of meetings shall be posted at least 24 hours prior to the date and time of the meeting.

f) A quorum of the Ethics Commission shall consist of four members of the Ethics Commission. Official action of the Ethics Commission shall require the affirmative vote of four members of the Ethics Commission.

g) The Ethics Commission may nominate one of its members as Secretary of the Ethics Commission, or the Ethics Commission may designate a staff employee of the Office of the Comptroller as Secretary of the Ethics Commission or contract with an individual to perform the duties of Secretary of the Ethics Commission.

h) Voting shall be by voice vote and shall be recorded by the Secretary.