**Section 1720.320 Meetings**

a) Regular Meetings − Regular meetings of the Council shall be held at least quarterly at the offices of the Council or at some location to be determined by the Chairman. Meetings and notice for meetings shall be in conformance with the Illinois Open Meetings Act.

b) Special Meetings − Special meetings of the Council shall be called in conformance with the Illinois Open Meetings Act either by the Chairman or by a request signed by at least four (4) Council members. Only matters contained in the agenda shall be voted on at any special meeting. In the event the need for a special meeting no longer exists or the Chairman has notice that a quorum will not be reached, the Chairman may cancel a special meeting provided that a meeting called at the request of Council members may be canceled only with their consent.

c) Public Hearings − The Council may convene public hearings, upon at least fourteen (14) days notice, in order to establish a record of public comment on proposed rules, regulations, legislation, or other matters of concern to the Council. Public hearings shall be called by the Chairman upon passage of a motion by the Council at a regular or special meeting to that effect. When appropriate, non-Council members may be appointed by the Chairman to assist in the conduct of such a public hearing. The presence of a majority of the number of Council members shall not be required in order to conduct public hearings, however, at least (1) Council member must be present.

d) Quorum − A quorum shall constitute a majority of Council members then holding office who are present, in person or by telephone, at the initial roll call at the commencement of any regular or special meeting. If a quorum is not present at the scheduled time of the meeting, the Chairman may continue a roll call for a reasonable time after which, if a quorum is still not present, the meeting shall be adjourned.

e) Passage of Motions − After a quorum is announced, a majority of those voting on a motion shall be sufficient to pass and make it the official act of the Council. After a quorum is announced, Council business may continue to be transacted by the members remaining, provided, however, that no vote may be taken unless at least four of the members then holding office are still present at the time of the vote.

f) Voting Procedures − The Chairman shall have the right to call for a vote by voice vote or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

g) Participation in Meetings

1) Proxies − Proxies to vote shall not be permitted. A Council member must be present, in person or by telephone, to record his or her vote and to present a motion or motions.

2) Written Communication − When unavailable for meetings, Council members may present signed and dated written communications which shall be distributed or read to Council Members by the Chairman. Such written communication shall not be considered proxies, votes or motions. However, a motion or motions may be made by other members concerning the contents of such written communication. Such written communications shall be included in the minutes of the meeting.

3) Discussion − Discussion and participation in meetings shall be subject to Robert's Rules of Order. Non-Council members may not address the Council or otherwise participate in its meetings in any manner without the consent of the Chairman. However, if there is an objection by a Council member to such address there shall be a vote of the Council upon the matter. The Executive Director and other members of the staff shall have the right to address the Council and participate in discussion.

4) Disruption − Anyone disrupting or otherwise interfering with the conduct of a meeting shall be removed from the place of meeting by order of the Chairman.

h) Agenda − The Chairman shall prescribe the agenda for all Council meetings. Any Council member may have an item placed on the agenda by notifying the Chairman in writing in advance of the mailing of the agenda. Such notification also should include a copy of any written materials that the Council member wishes distributed to the Council members. In every agenda, except at special meetings, there shall be a category entitled "New Business" for the initiation of matters not included in the agenda for the meeting. However, new business matters that would adversely affect the rights of any party(ies) may not be finally acted on unless the party(ies) affected has been given prior written notice thereof.

i) Notice − An agenda, together with a notice of the time and place of all regular meetings shall be mailed to Council members at least seven (7) days prior to the meeting date. The Chairman may postpone or reschedule any regular or special meeting upon at least 24 hours notice - by telephone, mail or equivalent means- prior to the scheduled meeting. Notice of the rescheduled meeting date shall be provided at least 24 hours in advance. However, no rescheduled regular or special meeting which is to include public hearings or regulatory or rulemaking proceedings shall be rescheduled without notice being mailed at least seven (7) days prior to the rescheduled meeting date.

j) Expenses − Members of the Council shall serve without compensation. Council Members shall be entitled to reimbursement for reasonable expenses incurred in connection with their duties.

(Source: Amended at 18 Ill. Reg. 13448, effective August 22, 1994)