**Section 100.10 Meetings of the Commission**

a) The Merit Commission (Commission) shall meet monthly in accordance with a written schedule established by the Chair beginning each calendar year and posted at the Office of the Commission. At the discretion of the Chair, any monthly meeting may be canceled upon written notice to each Member, State Comptroller and the Director. Grounds for cancellation include, but are not limited to, lack of availability of a sufficient number of Commission Members to constitute a quorum; weather emergencies; lack of sufficient pending business warranting the Commission's attention. Any other meetings shall be called by the Chair upon a 3-day written notice of the date, time and place to each Member, State Comptroller and the Director.

b) Regular meetings will convene at Springfield or Chicago, Illinois.

(Source: Amended at 19 Ill. Reg. 206, effective January 3, 1995)