**Section 1910.12 Meetings of the Board**

a) This Section is to be construed and administered in accordance with the appropriate provisions of the Open Meetings Act [5 ILCS 120].

b) Participation in Meetings: Participation in meetings is limited to the Board members and the Board's staff. The Board may waive this limitation except when waiver is inconsistent with the Property Tax Code, the Open Meetings Act, or this Part. Any person may address the Property Tax Appeal Board during a meeting provided no less than 10 days advance written notice of the scheduled meeting is given to the Board identifying the name, address, telephone number and email address of the individual appearing to address the Board, along with a summary of the topic that will be presented. No person shall be allowed to address the Board during a meeting in a manner that would violate Section 1910.71 regarding ex parte communications. The time period any person will be allowed to address the Board during a meeting shall not exceed 10 minutes.

c) Public Notice: The Board shall post, on or before January 1 of each year, its tentative schedule of meetings for that calendar year stating the date, time and place of the meetings. This publication, however, shall not preclude the Board from changing the date of a meeting when necessary to achieve the attendance of the maximum number of Board members, to account for weather emergencies, or other extraordinary circumstances.

d) Meeting Agenda and Posting: The Board shall prepare an agenda for each meeting. The agenda shall constitute notice of the matters to be heard by the Board at that meeting. The agenda for each regular meeting shall be posted at the Board's offices and at the location where the meeting is to be held, in an area easily accessible to the public, and at the earliest practicable date, but in no event less than 48 hours prior to the scheduled meeting. Agendas for regular meetings are for information purposes only. Inclusion of an item on the agenda shall not require the Board's consideration.

e) Special Meetings: Special meetings may be called at any time, in conformance with the Open Meetings Act, by the Chair of the Board through the Executive Director.

f) Minutes: Minutes of open Board meetings shall be taken by the Executive Director or an assigned designee and shall be available for public inspection within 7 days after their approval by the members. Minutes shall include the date, time and place of the meeting, the members of the Board recorded as either present or absent, whether members were physically present or present by means of video or audio conference, a summary of discussion on all matters proposed, deliberated or decided, and a record of any votes taken. The Board shall post the minutes of a regular meeting open to the public on the Board's website within 7 days after approval of the minutes by the Board. Any minutes of meetings open to the public posted on the Board's website shall remain posted on the website for at least 60 days after their initial posting. (See Section 2.06 of the Open Meetings Act.)

g) Quorum and Voting: Three members of the Board shall constitute a quorum for the transaction of business and the affirmative vote of three members is necessary to adopt any final decision, motion, resolution or ordinance. Members attending the meeting by physical presence, video or audio conference shall constitute an attendance at a Board meeting. Board members physically present at either office of the Property Tax Appeal Board in Springfield or Des Plaines during a simultaneous meeting at both locations held through an interactive video conference shall count towards determining a quorum of members physically present at a scheduled meeting of the Board. Each member attending a meeting shall have one vote in any matter before the Board. Voting shall be by voice vote and shall be recorded by the Executive Director or an assigned designee. (See Section 1.02 of the Open Meetings Act.)

h) Attendance by Means Other than Physical Presence:

1) Any member of the Board may participate in any meeting of the Board by video or audio conference from a location other than a Property Tax Appeal Board office provided that a quorum of the members of the Board is physically present at the Property Tax Appeal Board offices as decribed in subsection (g) and a majority of the Board allows the member to attend by video or audio conference, and the member is prevented from attending the meeting because of:

A) personal illness or disability;

B) employment purposes or the business of the Board; or

C) a family or other emergency.

2) If a member wishes to attend a meeting by the means specified in this subsection (h), the member shall notify the Executive Director at least 24 hours before the meeting unless advance notice is impractical.

(Source: Amended at 43 Ill. Reg. 2158, effective March 1, 2019)