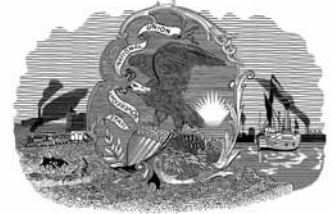


TIMOTHY D. MAPES
CLERK

BRAD BOLIN
ASSISTANT CLERK

ILLINOIS HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK

97TH GENERAL ASSEMBLY



MICHAEL J. MADIGAN
SPEAKER

MEMORANDUM

FROM: Office of the Clerk, Illinois House of Representatives
DATE: April 2012
SUBJECT: INFORMATION POSTED PURSUANT TO THE ILLINOIS FREEDOM OF INFORMATION ACT

This memorandum is posted pursuant to the Illinois Freedom of Information Act (5 ILCS 140) and contains the following information:

- I. A description of the Illinois House of Representatives, including the structure and organization, the location of the principal offices, the total operating budget, and the approximate number of full-time and part-time employees;
- II. A description of the method whereby the public may request information from the Illinois House of Representatives, contact information for the Freedom of Information Officer, any fees to be charged for copies of records available pursuant to the Freedom of Information Act; and
- III. A current list of types of records under the control of the House of Representatives.

I. DESCRIPTION OF THE ILLINOIS HOUSE OF REPRESENTATIVES

Article 4, Section 1 of the Illinois Constitution provides:

“The legislative power is vested in a General Assembly consisting of a Senate and a House of Representatives, elected by the electors from 59 Legislative Districts and 118 Representative Districts.”

The members of the House of Representatives are elected from 118 districts for two-year terms. The principal activity of the House is enacting laws for the State of Illinois, including appropriation bills that comprise the State budget. The House has the power to propose amendments to the Illinois Constitution for consideration by the voters and also acts on amendments to the United States Constitution submitted by Congress. The House has the sole power to conduct investigations to determine the existence of cause for impeachment and to impeach Executive and Judicial officers.

The House convenes each year on the second Wednesday in January. It typically adjourns at the end of May, and reconvenes during the fall months primarily to act on legislation vetoed by the Governor.

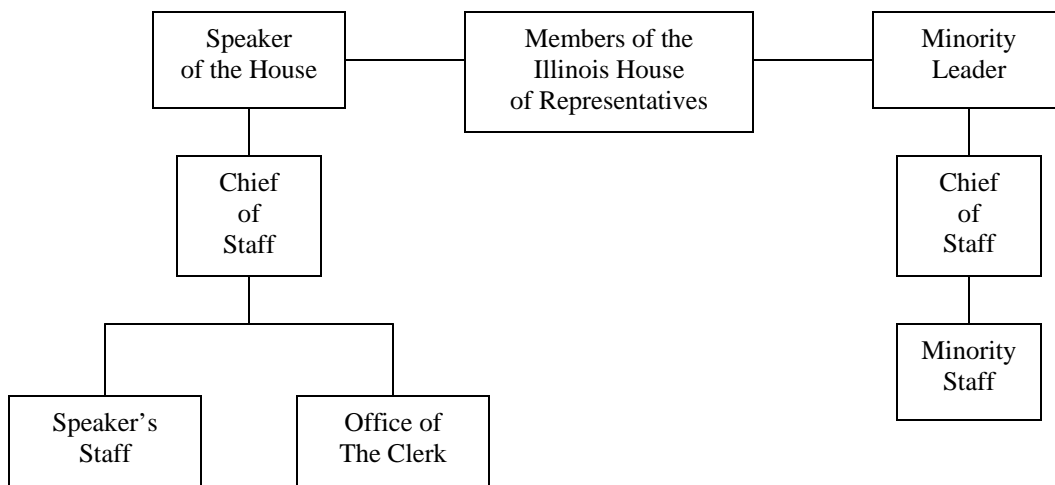
The Speaker of the House, currently Michael J. Madigan, is the body's presiding officer. The Speaker is elected by a vote of a majority of the members elected to the House (60 votes) at the beginning of each 2-year session of the General Assembly. Tom Cross currently serves as the Minority Leader of the House.

The primary offices of the Illinois House of Representatives are located in the State Capitol Building in Springfield. The Speaker's Springfield Office is located at 300 State Capitol Building, Springfield, Illinois 62706. The Speaker maintains an office at the State of Illinois Building, 160 North LaSalle Street, N-600, Chicago, Illinois 60601. The Minority Leader's Springfield Office is located in Room 316, State Capitol. The Minority Leader also maintains an office at the James R. Thompson Building, 100 West Randolph Street, 16-700, Chicago, Illinois 60601.

A list of the current committees of the House is available at www.ilga.gov/house/committees/. The General Assembly also utilizes the services of the following boards, commissions, and support agencies:

- [Joint Committee on Administrative Rules](#)
- [Office of the Architect of the Capitol](#)
- [Legislative Audit Commission](#)
- [Legislative Ethics Commission](#)
- [Commission on Government Forecasting and Accountability](#)
- [Legislative Information System](#)
- [Legislative Inspector General](#)
- [Legislative Printing Unit](#)
- [Legislative Reference Bureau](#)
- [Legislative Research Unit](#)

The following chart describes the organization of the Illinois House of Representatives:



The Illinois House of Representatives employs approximately 400 full-time and part-time employees. These figures include employees of both the Speaker and the House Minority Leader.

The total operating budget of the Illinois House of Representatives for fiscal year 2012 is broken down as follows:

Appropriated to the House of Representatives

Speaker – Leadership.....	\$ 5,109,643
Minority Leader.....	\$ 4,903,609
House Operations.....	\$ 5,346,108
Printing.....	\$ 94,995
Standing House Committees.....	\$ 2,382,203
Recessed Travel.....	\$ 30,394
Redistricting – Speaker (Reappropriation).....	\$ 441,600
Redistricting – Speaker (Reappropriation).....	\$ 2,250,000
Redistricting – Minority Leader (Reappropriation)...	\$ 2,250,000
Operations Revolving Fund.....	\$ 250,000
District Allowances.....	\$ 8,190,284
Joint Account for House and Senate.....	\$ 341,600
<i>TOTAL</i>	<i>\$31,590,436</i>

Appropriated to the Comptroller

House Salaries (118 Members at \$67,836 each) - \$8,140,400

Additional Amounts:

- Speaker – (\$27,476 stipend) – \$27,500 appropriated
- Minority Leader – (\$27,476 stipend) – \$27,500 appropriated
- Majority Leader – (\$23,229 stipend) – \$23,300 appropriated
- 2 Deputy Majority Leaders -
 - @ \$19,790 each, total of \$39,600 appropriated
- 2 Deputy Minority Leaders -
 - @ \$19,790 each, total of \$39,600 appropriated
- 6 Assistant Majority Leaders
 - @ \$18,066 each, total of \$108,450 appropriated

6 Assistant Minority Leaders
 @ \$18,066 each, total of \$108,450 appropriated
 Majority Conference Chairman – (\$18,066 stipend) – \$18,100 appropriated
 Minority Conference Chairman – (\$18,066 stipend) – \$18,100 appropriated
 Committees Chairman/Minority Spokesperson – (\$10,326 each) total of \$950,000
 appropriated

Subtotal ***\$ 9,501,000***

Note: Public Act 97-71 provides that each member of the General Assembly must forfeit 12 days of compensation in Fiscal Year 2012. Consequently, the actual salary paid to members, including any stipend, will be approximately 4.6% less than the authorized amounts.

Per Diem Allowance..... \$ 800,000

Mileage Allowance..... \$ 450,000 (House & Senate)

Subtotal ***\$1,250,000***

Total Appropriated to the House \$ 31,590,436

Total Appropriated the Comptroller \$ 10,751,000

GRAND TOTAL ***\$42,341,436***

I. REQUESTS FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT

The Assistant Clerk of the House, currently Brad Bolin, serves as the Freedom of Information Officer for the House of Representatives. As the Freedom of Information Officer, the Assistant Clerk is responsible for receiving and responding to requests for public records. The Assistant Clerk consults with the Office of the Speaker and the Office of the Minority Leader upon receiving requests for public records.

All public records are available to the public upon request. Many of the public records maintained by the House of Representatives are available for immediate review online at www.ilga.gov. The following steps should be followed in requesting information:

- Requests must be in writing. A request for a record of the House shall be made in writing and submitted via U.S. mail, personal delivery, fax, or email. The envelope, cover sheet, or subject of the correspondence should be clearly marked “Freedom of Information-Act Request.” Requests should be submitted as follows:
 - *Assistant Clerk of the House, Room 420 State Capitol, Springfield, IL 62706*
 - *Fax: (217) 782-3885*
 - *Email: illinoishousefoia@ilga.gov*
- Describe the requested records. A letter must identify the public records requested or a specific description of the information you are seeking. The request should also

include your name, address, date, daytime phone number, and email address. If submitting a request by means of an email, please provide your email address within the text portion of the email. Please note the Freedom of Information Act does not require a response to requests that are addressed to individual members of the General Assembly, as the House does not maintain records that are in the possession of individual members.

- A request must disclose if it is made for a commercial purpose. If a request is made with the intent that the documents will serve a commercial purpose, the letter should include a statement indicating the request is a “Commercial Purpose Request.” Commercial purpose means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. 5 ILCS 140/2. This definition does not include “requests made by news media and non-profit, scientific, or academic organizations ... when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.”

Upon receipt, the House must grant or deny a request within 5 business days (or 21 business days if the request is for a commercial purpose). If additional time is needed, the House may extend the response period by an additional 5 days or contact the requestor to advise of the approximate time when the information will be produced.

Fees for requests. The House may impose reasonable fees for the reproduction of public records according to the following schedule:

- Copies in black and white: the first 50 pages provided to requestor in a single calendar year are free, 10 cents for each additional page
- Color copies: 50 cents per page
- Tape recordings, DVDs, other digital media in electronic format: the actual cost of the recording medium.
 - Beginning in April 2012, the actual cost of a DVD is \$2.80 and the actual cost of a CD is \$1.25.

Fees may be reduced or waived at the discretion of the Clerk if the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. If the House imposes a fee, payment should be made by check or money order payable to the General Assembly Operations Revolving Fund.

Where it is anticipated that fees chargeable under this section will amount to more than \$25.00, and the requester has not indicated in advance his or her willingness to pay fees as high as are anticipated, the requester shall be notified of the amount of the anticipated fee or such portion thereof that can readily be estimated. In such cases, a request will not be deemed to have been received until the requester is notified of the anticipated cost and agrees to bear it. The notification shall offer the requester the opportunity to confer with agency personnel with the object of reformulating the request so as to meet his or her needs at a lower cost. If a requester previously failed to pay a fee under this section, and makes another request for documents, the House reserves the right (i) to withhold production of

any additional documents to that requester until that delinquent fee is paid and (ii) to require an advance deposit of the full amount of the anticipated fee for any additional document production.

II. RECORDS UNDER THE CONTROL OF THE HOUSE OF REPRESENTATIVES

The following categories of public records are under the control of the House and available for copying and inspection:

- Quorum calls for meetings of the House and House Committees
- Legislation and motions filed by members of the House, including roll call of voting
- Reports and fiscal notes filed with the Clerk
- Documents filed in House Committee hearings (roll calls, witness slips, notices of action)
- Transcripts and audio recordings of House floor debate
- Video of House floor debate (2005 to present)
- Audio recordings of House Committee hearings
- Vouchers and documents detailing member expenditures from District Office allotment
- Vouchers and documents detailing House Operations and Leadership expenditures
- Official Journals of the House
- District Office leases
- Personnel Rules adopted by each member for their District Offices
- Name, title, start date and salary for employees of the House
- Property inventories for House Operations, Leadership, and District Offices