

TITLE 2: GOVERNMENTAL ORGANIZATION
SUBTITLE E: MISCELLANEOUS STATE AGENCIES
CHAPTER XLII: ILLINOIS MEDICAL DISTRICT COMMISSION

PART 2525
PUBLIC INFORMATION AND ORGANIZATION

SUBPART A: PUBLIC INFORMATION

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|----|---------|--|
| 10 | Section | |
| 11 | 2525.10 | Public Information and Submissions |
| 12 | 2525.20 | Summary and Purpose |
| 13 | 2525.30 | Persons to Whom Requests Are Submitted and Forms and Contents of Requests |
| 14 | 2525.40 | Procedures for <u>the</u> Commissions Response to Request for Public Records |
| 15 | 2525.50 | Procedures for Providing Public Records to Requestors |

SUBPART B: ORGANIZATION

| | | |
|----|-----------------|--|
| 19 | Section | |
| 20 | 2525.100 | Organization of the Commission |
| 21 | 2525.110 | Officers |
| 22 | 2525.120 | Meetings |
| 23 | 2525.130 | Seal (Repealed) |
| 24 | 2525.140 | Quorum |
| 25 | 2525.150 | Committees |
| 26 | 2525.160 | Executive Director |
| 27 | 2525.170 | Purchases and Contracts <u>(Repealed)</u> |
| 28 | 2525.180 | Employment |
| 29 | 2525.190 | Order of Business |
| 30 | 2525.200 | Minutes |
| 31 | 2525.210 | Reports <u>(Repealed)</u> |
| 32 | 2525.220 | Amendments |
| 33 | 2525.230 | Robert's Rules of Order |
| 34 | 2525.240 | Committees (Repealed) |
| 35 | 2525.250 | Advisory Boards |
| 37 | 2525.APPENDIX A | Request for Public Records <u>(Repealed)</u> |
| 38 | 2525.APPENDIX B | Fee Schedule for Duplicating of <u>PublicPubie</u> Records <u>(Repealed)</u> |

40 AUTHORITY: Implementing and authorized by Section 5-15 of the Illinois Administrative
41 Procedure Act [5 ILCS 100/5-15], Section 6.03 of the Illinois Medical District Act [70 ILCS
42 915/6.03], and the Freedom of Information Act [5 ILCS 140].

44 SOURCE: Adopted at 11 Ill. Reg. 7276, effective April 6, 1987; amended at 29 Ill. Reg. 20428,
45 effective December 31, 2005; amended at 48 Ill. Reg. _____, effective _____.

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SUBPART A: PUBLIC INFORMATION

49 **Section 2525.10 Public Information and Submissions**

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51 The procedures for ~~public information and~~ submissions [requesting public information and the](#)
52 [Commission's responses](#) shall be in accordance with the Freedom of Information Act [5 ILCS
53 140]. Requests shall be directed to:

54

55 Illinois Medical District Commission
56 [2100 West Harrison Street](#)~~600 South Hoyne~~
57 Chicago, Illinois 60612
58 Attention: [FOIA Officer](#)~~Executive Director~~
59 ~~312/633-3434~~

60

61 (Source: Amended at 48 Ill. Reg. _____, effective _____)

62

63 **Section 2525.30 Persons to Whom Requests Are Submitted and Forms and Contents of**
64 **Requests**

65

66 a) Requests for public records shall be submitted to the Commission's [FOIA](#)
67 [Officer](#)~~Executive Director~~. Requestors should address requests for public records
68 to:

69

70 Illinois Medical District Commission
71 [2100 West Harrison Street](#)~~600 South Hoyne~~
72 Chicago, Illinois 60612
73 ATTN: [FOIA Officer](#)~~Executive Director~~

74

75 b) All requests for public records submitted to the Commission under FOIA shall be
76 in writing. [Requestors are encouraged to submit all requests via email.](#)~~Requests~~
77 ~~may be submitted on FOIA request forms provided by the Commission. (See~~
78 ~~Appendix A.)~~

79

80 c) The requestor should include the following information in any request for public
81 records:

82

83 1) The requestor's full name, [email address](#), mailing address and telephone
84 number, including area code, at which the requestor can be reached during
85 normal business hours.

86

- 87 2) A description of the public records sought, being as specific as possible.
- 88
- 89 3) Whether the request is for inspection of public records, copies of public
- 90 records, or both and.
- 91
- 92 4) Whether the request is for a commercial purpose.
- 93

94 (Source: Amended at 48 Ill. Reg. _____, effective _____)

95

96 **Section 2525.40 Procedures for Commission's Response to Request for Public Records**

97

- 98 a) The Commission shall respond to a written request for public records within five⁷
- 99 working days after receipt of the request.
- 100
- 101 b) In the event that the request for public records cannot be responded to within
- 102 five⁷ days for one of the reasons provided in Section 3(d) of FOIA, the
- 103 Commission shall have an additional five⁷ working days in which to respond.
- 104 The Commission shall give the requestor notice of the extension of time to
- 105 respond. The notice of extension shall set forth the reasons why extension is
- 106 necessary.
- 107
- 108 c) The Commission shall respond to a request for public records in one of three³
- 109 ways:
- 110
- 111 1) Approve the request;
- 112
- 113 2) Approve in part and deny in part;
- 114
- 115 3) Deny the request.
- 116
- 117 d) When a request for public records has been approved, the Commission may
- 118 provide an electronic copy, give notice that the requested material will be made
- 119 available upon payment of reproduction costs, or give notice of the time and place
- 120 for inspection of the requested material.
- 121
- 122 e) A denial of a request for public records shall be made in writing. It shall state the
- 123 reasons for the denial in accordance with either Section 3(f) or Section 7 of FOIA
- 124 ~~and the names and titles of persons responsible for the decision to deny the~~
- 125 ~~request.~~ The denial shall also inform the requestor of the right to request review
- 126 ~~by appeal to~~ the Public Access Counselor at the Office of the Illinois Attorney
- 127 General and the right to seek judicial review by filing a lawsuit in the Circuit
- 128 Court of Cook County. ~~President of the Commission.~~
- 129

- 130 f) Categorical requests that place an undue burden on the Commission shall be
131 denied only after extending to the requestor an opportunity to confer in an attempt
132 to reduce the request to manageable proportions in accordance with Section 3(f)
133 of FOIA.
134
135 g) Failure to respond to a written request within five⁷ working days may be
136 considered by the requestor as a denial of the request.
137
138 ~~h) A requestor whose request for public records has been denied by the Executive
139 Director may appeal the denial to the President. The notice of appeal shall be in
140 writing and shall include a copy of the original request, a copy of the denial
141 received by the requestor, and a written statement setting forth the reasons why
142 the requestor believes the appeal should be granted.~~
143
144 ~~i) The President shall respond to an appeal within 7 working days after receiving
145 notice of the appeal. The President shall either affirm the denial or provide access
146 to the requested public records. Failure of the President to respond within 7
147 working days may be considered by the requestor an affirmation of the denial.~~

148 (Source: Amended at 48 Ill. Reg. _____, effective _____)
149

150
151 **Section 2525.50 Procedures for Providing Public Records to Requestors**
152

- 153 a) Generally, public records will be sent electronically to the requestor's email
154 address or made available for inspection at the Commission's office between the
155 hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, except on State
156 holidays. A place will be provided in which the requestor may inspect public
157 records.
158
159 b) An employee of the Commission may be present throughout the inspection.
160
161 c) A requestor shall not be permitted a brief case, folder or other materials or pens in
162 the room in which the inspection will take place.
163
164 d) A requestor will be permitted to take pencil and paper into the room while
165 inspecting public records.
166
167 e) Documents that the requestor wishes to have copied shall be segregated during the
168 course of the inspection. Generally, all copying will be done by Commission
169 employees.
170
171 f) Copies of public records shall be provided to the requestor only upon payment of
172 any charges that are due.

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- g) Charges for copies of public records shall be assessed in accordance with ~~FOIA the Fee Schedule for Duplicating Public Records set forth in Appendix B.~~
- h) Charges shall be waived if the requestor is a State agency, a constitutional officer or a member of the General Assembly.
- i) The Executive Director shall make available to the public at no charge the following materials:
 - 1) A brief description of the organizational structure and budget of the Commission;
 - 2) A brief description of the means for requesting information and public records; and
 - 3) A list of types and categories of public records maintained by the Commission.

(Source: Amended at 48 Ill. Reg. _____, effective _____)

SUBPART B: ORGANIZATION

Section 2525.110 Officers

- a) The officers of the Commission shall be a President, Vice-President, Treasurer and Secretary, who shall constitute the Executive Committee of the Commission; ~~standing Committee of the Commission.~~
- b) Officers of the Commission shall be members of the Commission elected to their posts by the Commission at its annual meeting, and shall hold office for one year and until their respective successors have been elected.
- c) Vacancies may be filled or new offices created at any meeting of the Commission, duly called for that purpose.
- d) Any vacancy in any office of the Commission occurring by reason of death, resignation, disqualification, removal, or failure or refusal to act shall be filled for the unexpired portion of the term by election by the Commission at a meeting duly called for that purpose or at any regular or special meeting of the Commission.
- e) The President ~~shall be the chief executive officer of the Commission and~~ shall in

216 general supervise the business and affairs of the Commission. The President shall
 217 preside at all meetings of the Commission. He or she may sign, with the
 218 Secretary or any other proper officer of the Commission, any deeds, mortgages,
 219 bonds, contracts or other instruments the Commission has authorized to be
 220 executed or that are otherwise required by law to be signed and executed, and in
 221 general shall perform all duties incident to the office of President and all other
 222 duties as prescribed by the Commission.

223
 224 f) The Vice-President shall act with full power of the President in case the President
 225 is absent or unable or unwilling to act, or there is a vacancy in the office of the
 226 President.

227
 228 g) The Treasurer shall have charge and custody of, and be responsible for, all funds
 229 and securities of the Commission; shall receive and give receipts for moneys due
 230 and payable to the Commission, from any source whatsoever, and deposit all
 231 those moneys in the name of the Commission in a bank, trust company or other
 232 depository selected by the Commission; and, in general, shall perform all duties
 233 incident to the office of Treasurer and other duties assigned by the President or
 234 the Commission. Some or all of these duties may be delegated to the Executive
 235 Director or their designee.

236
 237 h) The Secretary shall prepare and keep the minutes of the Commission meetings; be
 238 custodian of the records ~~and seal~~ of the Commission; ~~direct that the seal of the
 239 Commission be affixed to documents, when required;~~ attest the act of the
 240 President or Vice-President when required by law; and render all duties required
 241 by statute, by the President or by the Commission. The Secretary shall keep all
 242 records ~~and the seal~~ of the Commission in the principal office of the Commission,
 243 and the records ~~and seal~~ shall not be removed from the principal office except on
 244 order of the President. Some or all of these duties may be delegated to another
 245 officer or to the Executive Director or to the Executive Director's designee.

246
 247 i) All officers shall assume the duties of their respective offices immediately upon
 248 their election.

249
 250 j) In the event of the absence of the President and Vice-President from any regular
 251 or duly called special meeting of the Commission, or their inability or refusal to
 252 act, the members present may elect, by a majority vote of the Commissioners
 253 present, a temporary chair.

254
 255 k) In the event of the absence of the Secretary from any meeting of the Commission,
 256 the chair of the meeting shall appoint one of the Commissioners present to act as
 257 Secretary.

258

259 l) In the event of the death, absence, refusal, or inability to act of any officer (except
260 the President), the President may appoint one of the other Commissioners to act in
261 place of that officer and, in the event of the death of an officer, the President may
262 appoint one of the other Commissioners to act in that officer's place until a
263 successor is elected and assumes the office.
264

265 (Source: Amended at 48 Ill. Reg. _____, effective _____)
266

267 **Section 2525.120 Meetings**
268

269 a) The annual meeting of the Commission shall be held in ~~May~~November of each
270 year, at which time there shall be held the election of officers and the adoption of
271 a budget. When no meeting of the Commission is held in ~~May~~November, a
272 meeting must be held in ~~June~~December, at which time there shall be held the
273 election of officers and the adoption of the budget. The annual meeting is to be
274 considered a regular meeting of the Commission for all other purposes.
275

276 b) Regular meetings shall be held at least once each quarter or as often as the
277 President of the Commission deems necessary, or upon the request of the majority
278 of Commission members qualified to serve.
279

280 c) Special meetings may be called by the President or by any 2 members of the
281 Commission upon 3 days written notice. The notice shall not be required when a
282 written waiver of notice of a special meeting is signed by all Commission
283 members qualified to serve. Notices of special meetings shall state the time, place
284 and purpose of the meeting.
285

286 d) Meetings of the Commission shall be open to the public, but executive sessions
287 may be held as provided for in the Open Meetings Act [5 ILCS 120] and meetings
288 by audio or video conference~~telephonic communication~~ may be held as provided
289 for in the Open Meetings Act and applicable case law.
290

291 e) Meetings shall be at the Commission's principal office or at another place as is
292 designated by the President or other person calling the meeting.
293

294 (Source: Amended at 48 Ill. Reg. _____, effective _____)
295

296 **Section 2525.160 Executive Director**
297

298 The Commission shall appoint an Executive Director who shall report to the President. The
299 Executive Director shall be in charge of and supervise the staff and employees of the
300 Commission. The Executive Director shall direct the ~~administrative~~ work of the Commission
301 consistent with the Illinois Medical District Act and the directive of the President and the

302 ~~Commission under the direction of, and as executive assistant to, the President.~~

303

304 (Source: Amended at 48 Ill. Reg. _____, effective _____)

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306 **Section 2525.170 Purchases and Contracts (Repealed)**

307

308 ~~The Commission shall comply with the Illinois Procurement Code [30 ILCS 500] as it may be~~
309 ~~applicable to the Commission.~~

310

311 (Source: Repealed at 48 Ill. Reg. _____, effective _____)

312

313 **Section 2525.190 Order of Business**

314

315 a) The order of business at Commission meetings shall be as follows:

316

317 1) Roll Call

318

319 2) Approval of Minutes of Previous Meeting

320

321 3) Report of Executive Director/Management Team Reports

322

323 4) Financial Reports

324

325 ~~5) Reports and Recommendations of Committees~~

326

327 56) Unfinished Business

328

329 67) New Business

330

331 78) Adjournment

332

333 b) Provided a quorum is present, the Commission may alter the order of business-by
334 a majority of Commissioners present and voting.

335

336 (Source: Amended at 48 Ill. Reg. _____, effective _____)

337

338 **Section 2525.210 Reports (Repealed)**

339

340 ~~The Commission shall, no later than March 1 of each odd-numbered year, make a detailed report~~
341 ~~to the General Assembly of its operations for the preceding 2 years and a statement of its~~
342 ~~program for the next 2 years.~~

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344 (Source: Repealed at 48 Ill. Reg. _____, effective _____)

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Section 2525.250 Advisory Boards

- a) The President may appoint advisory boards to the Commission as he or she may determine will facilitate the work of the Commission, and shall appoint any other advisory boards ordered by the Commission.
- b) Unless otherwise provided, all advisory boards and membership on those advisory boards shall operate until dissolved~~expire concurrently with the conclusion of the term of office of the President for whatever reason.~~

(Source: Amended at 48 Ill. Reg. _____, effective _____)

358 Section 2525.APPENDIX A Request for Public Records (Repealed)

359

360

TO: Illinois Medical District
Commission
600 South Hoyne
Chicago, Illinois 60612
ATTN: Executive Director

FROM: _____
NAME

ADDRESS

AC /
TELEPHONE

~~DESCRIPTION OF REQUESTED RECORDS~~

Please indicate if you wish to inspect the records identified above or wish to copy them:

Inspect Copy Both

~~FOR OFFICE USE ONLY:~~

Date Received

Date Response Due

361

362

363

(Source: Repealed at 48 Ill. Reg. _____, effective _____)

364 Section 2525.APPENDIX B Fee Schedule for Duplicating Public Records (Repealed)

365
366

| <u>Type of Duplication</u> | <u>Per Copy Charge</u> |
|---|------------------------|
| Paper copy from paper original | \$.25 |
| Paper or diazo copy of microfiche or microfilm—per sheet | 1.00 |
| Paper copy from microfiche original—per page | .50 |
| Computer diskette or other electronic transfer if information already exists in such form—per transfer | 50.00 |
| Computer printout—paper—per page | .50 |

367
368 (Source: Repealed at 48 Ill. Reg. _____, effective _____)