JCAR 801600-2510742r02

1 2		TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES SUBTITLE D: RETIREMENT SYSTEMS
3		CHAPTER II: STATE UNIVERSITIES RETIREMENT SYSTEM
4 5		PART 1600
6		UNIVERSITIES RETIREMENT
7		ONIVERSITIES RETIREMENT
8		SUBPART A: GENERAL
9		
10	Section	
11	1600.100	Definitions
12	1600.110	Freedom of Information Act
13	1600.120	Open Meetings Act
14	1600.130	Procurement
15	1600.140	Compliance with the Internal Revenue Code
16	1600.145	Compliance with Final 415 Treasury Regulations
17	1600.150	Group Trust Provisions
18	1600.160	Information Submission Deadlines, Penalties, and Suspensions
19		
20		SUBPART B: CONTRIBUTIONS AND SERVICE CREDIT
21		
22	Section	
23	1600.200	Definition of "Employee" for SURS Participation
24	1600.202	Return to Employment
25	1600.203	Independent Contractors
26	1600.205	Earnings Subject to Withholding and Crediting
27	1600.210	Crediting Interest on Participant Contributions and Other Reserves
28	1600.220	Election to Make Contributions Covering Leave of Absence at Less Than 50%
29		Pay
30	1600.230	Election to Pay Contributions Based upon Employment that Preceded
31		Certification as a Participant
32	1600.240	Election to Make Contributions Covering Periods of Military Leave Protected
33		under USERRA
34	1600.241	Survivor Benefits for Members Who Die While on Military Leave Protected
35		under USERRA
36	1600.250	Sick Leave Accrual Schedule
37	1600.260	Part-time/Concurrent Service Adjustment
38	1600.270	Employer Contributions for Benefit Increases Resulting from Earnings Increases
39		Exceeding 6%
40	1600.271	Employer Contributions for Earnings in Excess of the Governor's Salary
41	1600.275	Employer Contributions for Employing Affected Annuitants
42		
43		SUBPART C: SURVIVORS AND BENEFICIARIES

46 1600.300 Effective Beneficiary Designations 47 1600.305 Full-Time Student Survivors Insurance Beneficiaries 48 1600.310 Dependency of Beneficiaries 49 1600.320 Disability Claims Procedure (Renumbered) 50 1600.330 Evidence of Age, Parentage, and Marital Status 51 52 SUBPART D: BENEFIT CALCULATION AND PAYMENT 53 54 Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 71 1600.550 Disability Claims Procedure 72 1600.555 Disability Retirement Annuity Claims Procedure	44		
47 1600.305 Full-Time Student Survivors Insurance Beneficiaries 48 1600.310 Dependency of Beneficiaries 49 1600.320 Disability Claims Procedure (Renumbered) 50 1600.330 Evidence of Age, Parentage, and Marital Status 51 52 SUBPART D: BENEFIT CALCULATION AND PAYMENT 53 54 Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 71 Employer-Related Determinations and Rules for Appeal 72 1600.550 Disability Claims Procedure 73 1600.555 Disability Retirement Annuity Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure	45	Section	
48 1600.310 Dependency of Beneficiaries 49 1600.320 Disability Claims Procedure (Renumbered) 50 1600.330 Evidence of Age, Parentage, and Marital Status 51 52 SUBPART D: BENEFIT CALCULATION AND PAYMENT 53 54 Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 71 1600.510 Employer-Related Determinations and Rules for Appeal 72 1600.550 Disability Claims Procedure 73 1600.555 Disability Retirement Annuity Claims Procedure			•
49 1600.320 Disability Claims Procedure (Renumbered) 50 1600.330 Evidence of Age, Parentage, and Marital Status 51 SUBPART D: BENEFIT CALCULATION AND PAYMENT 53 Section 54 Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure			
50 1600.330 Evidence of Age, Parentage, and Marital Status 51 SUBPART D: BENEFIT CALCULATION AND PAYMENT 53 Section 54 Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure			
SUBPART D: BENEFIT CALCULATION AND PAYMENT Section Section 1600.400 Determination of Final Rate of Earnings Period 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 1600.420 Making Preliminary Estimated Payments 1600.430 Excess Benefit Arrangement 1600.431 Indirect Payments to Minors and Legally Disabled Persons 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 8 Section 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure			
SUBPART D: BENEFIT CALCULATION AND PAYMENT Section 50 1600.400 Determination of Final Rate of Earnings Period 51 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 52 1600.420 Making Preliminary Estimated Payments 53 1600.430 Excess Benefit Arrangement 54 1600.431 Indirect Payments to Minors and Legally Disabled Persons 55 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 60 1600.440 Voluntary Deductions from Annuity Payments 61 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 67 Requirements of Formal Hearings 78 1600.510 Employer-Related Determinations and Rules for Appeal 79 1600.550 Disability Claims Procedure 70 1600.555 Disability Retirement Annuity Claims Procedure		1600.330	Evidence of Age, Parentage, and Marital Status
Section 55 1600.400 Determination of Final Rate of Earnings Period 56 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 57 1600.420 Making Preliminary Estimated Payments 58 1600.430 Excess Benefit Arrangement 59 1600.431 Indirect Payments to Minors and Legally Disabled Persons 60 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 61 1600.440 Voluntary Deductions from Annuity Payments 62 1600.450 Overpayment Recovery 63 1600.455 Benefit Forfeitures Relating to Felony Convictions 64 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure			
Section 1600.400 Determination of Final Rate of Earnings Period 1600.410 Twenty Percent Limitation on Final Rate of Earnings Increases 1600.420 Making Preliminary Estimated Payments 1600.430 Excess Benefit Arrangement 1600.431 Indirect Payments to Minors and Legally Disabled Persons 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure			SUBPART D: BENEFIT CALCULATION AND PAYMENT
551600.400Determination of Final Rate of Earnings Period561600.410Twenty Percent Limitation on Final Rate of Earnings Increases571600.420Making Preliminary Estimated Payments581600.430Excess Benefit Arrangement591600.431Indirect Payments to Minors and Legally Disabled Persons601600.432Indirect Payments to Child Survivors Through the Surviving Spouse611600.440Voluntary Deductions from Annuity Payments621600.450Overpayment Recovery631600.455Benefit Forfeitures Relating to Felony Convictions641600.460Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit651600.461Accelerated Pension Benefit Payment for a Reduction and Delay in AA66SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW68Section701600.500Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings721600.510Employer-Related Determinations and Rules for Appeal731600.550Disability Claims Procedure741600.555Disability Retirement Annuity Claims Procedure			
561600.410Twenty Percent Limitation on Final Rate of Earnings Increases571600.420Making Preliminary Estimated Payments581600.430Excess Benefit Arrangement591600.431Indirect Payments to Minors and Legally Disabled Persons601600.432Indirect Payments to Child Survivors Through the Surviving Spouse611600.440Voluntary Deductions from Annuity Payments621600.450Overpayment Recovery631600.455Benefit Forfeitures Relating to Felony Convictions641600.460Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit651600.461Accelerated Pension Benefit Payment for a Reduction and Delay in AA66SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW68Section701600.500Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings721600.510Employer-Related Determinations and Rules for Appeal731600.550Disability Claims Procedure741600.555Disability Retirement Annuity Claims Procedure			
1600.420 Making Preliminary Estimated Payments 1600.430 Excess Benefit Arrangement 1600.431 Indirect Payments to Minors and Legally Disabled Persons 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW Section 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.555 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure			_
1600.430 Excess Benefit Arrangement 1600.431 Indirect Payments to Minors and Legally Disabled Persons 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	56	1600.410	· · · · · · · · · · · · · · · · · · ·
1600.431 Indirect Payments to Minors and Legally Disabled Persons 1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	57	1600.420	Making Preliminary Estimated Payments
1600.432 Indirect Payments to Child Survivors Through the Surviving Spouse 1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	58	1600.430	
1600.440 Voluntary Deductions from Annuity Payments 1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 160 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	59	1600.431	Indirect Payments to Minors and Legally Disabled Persons
1600.450 Overpayment Recovery 1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Administrative Staff Determinations and Rules for Appeal — Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	60	1600.432	Indirect Payments to Child Survivors Through the Surviving Spouse
1600.455 Benefit Forfeitures Relating to Felony Convictions 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 1600.461 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 1600.500 Section 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure	61	1600.440	Voluntary Deductions from Annuity Payments
 1600.460 Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW Section 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure 	62	1600.450	Overpayment Recovery
65 1600.461 Accelerated Pension Benefit Payment for a Reduction and Delay in AA 66 67 SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW 68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and 71 Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	63	1600.455	Benefit Forfeitures Relating to Felony Convictions
SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW Section Consideration of the section of t	64	1600.460	Accelerated Pension Benefit Payment In Lieu of Any Pension Benefit
SUBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW Section 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 1600.510 Employer-Related Determinations and Rules for Appeal 1600.550 Disability Claims Procedure 1600.555 Disability Retirement Annuity Claims Procedure 75	65	1600.461	Accelerated Pension Benefit Payment for a Reduction and Delay in AAI
68 69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	66		
69 Section 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	67	SU	JBPART E: DISABILITY CLAIMS AND ADMINISTRATIVE REVIEW
 70 1600.500 Administrative Staff Determinations and Rules for Appeal – Nature and Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75 	68		
71 Requirements of Formal Hearings 72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	69	Section	
72 1600.510 Employer-Related Determinations and Rules for Appeal 73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	70	1600.500	Administrative Staff Determinations and Rules for Appeal – Nature and
73 1600.550 Disability Claims Procedure 74 1600.555 Disability Retirement Annuity Claims Procedure 75	71		Requirements of Formal Hearings
74 1600.555 Disability Retirement Annuity Claims Procedure 75	72	1600.510	Employer-Related Determinations and Rules for Appeal
75	73	1600.550	Disability Claims Procedure
	74	1600.555	Disability Retirement Annuity Claims Procedure
	75		·
76 SUBPART F: QUALIFIED ILLINOIS DOMESTIC RELATIONS ORDERS	76	SU	JBPART F: QUALIFIED ILLINOIS DOMESTIC RELATIONS ORDERS
77			
78 Section	78	Section	
79 1600.600 Definitions			Definitions
80 1600.605 Requirements for a Valid Qualified Illinois Domestic Relations Order			Requirements for a Valid Qualified Illinois Domestic Relations Order
81 1600.610 Invalid Orders		1600.610	
82 1600.615 Filing a QILDRO with the System			
83 1600.620 Modified QILDROs			·
84 1600.625 Benefits Affected by a QILDRO			
85 1600.630 Effect of a Valid QILDRO			• •
			QILDROs Against Persons Who Became Members Prior to July 1, 1999

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87
       1600.640
                     Alternate Payee's Address
 88
       1600.645
                     Electing Form of Payment
 89
                     Automatic Annual Increases
       1600,650
 90
                     Expiration of a QILDRO
       1600.655
 91
                     Reciprocal Systems QILDRO Policy Statement
       1600.660
 92
       1600.665
                     Providing Benefit Information for Divorce Purposes
 93
 94
                              SUBPART G: BOARD TRUSTEE ELECTION
 95
 96
       Section
 97
       1600.700
                     Nomination of Candidates
 98
                     Election Date/Election Day – Defined
       1600.705
 99
       1600.710
                     Petitions
100
                     Eligible Voters
       1600.715
101
       1600.720
                     Election Materials
102
                     Casting Votes
       1600.725
103
                     Return of Ballots and Ballot Counting Process
       1600.730
104
       1600.735
                     Certification of Ballot Counting
105
       1600.740
                     Challenges to Election Results
106
       1600.745
                     Candidate Informational Communication
107
       1600.750
                     Filling a Vacancy in the Term of an Elected Trustee
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       AUTHORITY: Implementing and authorized by Section 15-177 of the Illinois Pension Code [40]
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       ILCS 5].
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       SOURCE: Amended September 2, 1977; amended at 2 Ill. Reg. 31, p. 53, effective July 30,
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       1978; amended at 7 Ill. Reg. 8139, effective June 29, 1983; codified at 8 Ill. Reg. 19683;
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       amended at 11 Ill. Reg. 15656, effective September 9, 1987; amended at 13 Ill. Reg. 18939,
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       effective November 21, 1989; amended at 14 Ill. Reg. 6789, effective April 20, 1990; emergency
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       amendment at 21 Ill. Reg. 4864, effective March 26, 1997, for a maximum of 150 days; amended
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       at 21 Ill. Reg. 6095, effective May 2, 1997; amended at 21 Ill. Reg. 11962, effective August 13,
       1997; amended at 21 Ill. Reg. 12653, effective August 28, 1997; amended at 22 Ill. Reg. 4116,
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       effective February 9, 1998; amended at 23 III. Reg. 13667, effective November 1, 1999;
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       amended at 25 Ill. Reg. 10206, effective July 30, 2001; amended at 28 Ill. Reg. 2292, effective
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       January 23, 2004; expedited correction at 28 Ill. Reg. 7575, effective January 23, 2004; amended
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       at 29 Ill. Reg. 2729, effective March 1, 2005; amended at 29 Ill. Reg. 11819, effective July 12,
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       2005; amended at 29 III. Reg. 14060, effective September 1, 2005; amended at 29 III. Reg.
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       14351, effective September 6, 2005; amended at 30 Ill. Reg. 6170, effective March 21, 2006;
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       amended at 30 III. Reg. 7778, effective April 5, 2006; amended at 30 III. Reg. 9911, effective
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       May 9, 2006; amended at 30 Ill. Reg. 17509, effective October 19, 2006; amended at 31 Ill. Reg.
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       4267, effective February 22, 2007; amended at 31 Ill. Reg. 4927, effective March 12, 2007;
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       recodified at 31 Ill. Reg. 10194; amended at 32 Ill. Reg. 16515, effective September 25, 2008;
129
       emergency amendment at 33 Ill. Reg. 6525, effective April 27, 2009, for a maximum of 150
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- 130 days; emergency expired September 23, 2009; amended at 33 Ill. Reg. 10757, effective July 1, 131 2009; amended at 33 Ill. Reg. 16755, effective November 23, 2009; amended at 34 Ill. Reg. 132 9523, effective June 25, 2010; amended at 35 Ill. Reg. 10952, effective June 22, 2011; amended 133 at 36 Ill. Reg. 3938, effective February 22, 2012; amended at 37 Ill. Reg. 1309, effective January 134 15, 2013; amended at 37 Ill. Reg. 3866, effective March 15, 2013; amended at 37 Ill. Reg. 135 10698, effective June 26, 2013; amended at 37 Ill. Reg. 15517, effective September 12, 2013; 136 amended at 38 Ill. Reg. 5659, effective February 11, 2014; emergency amendment at 38 Ill. Reg. 137 11376, effective May 9, 2014, for a maximum of 150 days; amended at 38 Ill. Reg. 16375, 138 effective July 17, 2014; amended at 38 Ill. Reg. 17457, effective July 30, 2014; amended at 39 139 Ill. Reg. 8317, effective June 1, 2015; amended at 40 Ill. Reg. 8437, effective June 3, 2016; 140 amended at 41 Ill. Reg. 11606, effective September 1, 2017; amended at 41 Ill. Reg. 15353, 141 effective December 5, 2017; amended at 42 Ill. Reg. 19078, effective October 5, 2018; amended 142 at 43 Ill. Reg. 8562, effective July 26, 2019; amended at 44 Ill. Reg. 17714, effective October 22, 143 2020; emergency amendment at 45 III. Reg. 492, effective December 18, 2020, for a maximum 144 of 150 days; amended at 45 Ill. Reg. 2259, effective February 5, 2021; amended at 45 Ill. Reg. 145 6649, effective May 11, 2021; amended at 46 Ill. Reg. 1883, effective January 18, 2022; amended at 47 Ill. Reg. 14005, effective September 14, 2023; amended at 48 Ill. Reg. 4218, 146 effective February 29, 2024; amended at 49 Ill. Reg. 3321, effective February 26, 2025; amended 147 148 at 50 Ill. Reg. _____, effective _____. 149 150 SUBPART A: GENERAL 151 152 Section 1600.120 Open Meetings Act 153 154 a) Introduction 155
 - 1) The Illinois Open Meetings Act [5 ILCS 120] sets forth the public policy of the State of Illinois that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. It is also the public policy of the State that its citizens be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way.
 - 2) It is the intent of the Open Meetings Act:

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- A) to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly:
- B) to protect the citizen's right to know; and
- C) that provisions for exceptions to the open meeting requirements be strictly construed against closed meetings. [5 ILCS 120/1]

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3) By means of this Section, SURS has established procedures to conduct its business in accordance with the Open Meetings Act.

Definition b)

"Meeting" – Any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the Board held for the purpose of discussing SURS business. [5 ILCS 120/1.02] A quorum for a Board of Trustees meeting shall be six members of the Board. A quorum for a Board committee is the least number more than one-half of the members of the committee. A quorum of the Board or of a Board committee must be physically present at the location of an open meeting of the Board or the committee, respectively. If, however, an open meeting of the Board or a Board committee is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices, through an interactive video conference and public notice is provided as required under the Open Meetings Act for all locations, then members physically present in those locations all count towards determining a quorum. "Public building", as used in this Section, means any building or portion of a building owned or leased by any public body. The requirement that a quorum be physically present at the location of an open meeting shall not apply, however, to Board committees that do not have authority to make binding recommendations or determinations or to take any other substantive action.

- Attendance by a Means Other Than Physical Presence c)
 - 1) If a quorum of the members of the If a quorum of the members of the Board or a Board committee is physically present as required by subsection (b), a majority of those physically present, or at least three3 physically present members of a committee consisting of five5 members, may allow a member of that body to attend the meeting by other meansmay allow a member of that body to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of the member is prevented from physically attending because of:
 - personal illness or disability personal illness or disability: A)
 - B) employment purposes or the business of the public bodyemployment purposes or the business of the public body; or

216			C)	a family or other emergency a family or other emergency;
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218			<u>D)</u>	unexpected childcare obligations; or
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220			<u>E)</u>	any other reason allowed by Section 7 of the Open Meetings Act.
221				[5 ILCS 120/7(a)]
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223		2)	<u>If a n</u>	nember wishes to attend a meeting by other means, the member must
224			<u>notify</u>	<u>y the recording secretary of the Hamember wishes to attend a </u>
225			meeti	ing by other means, the member must notify the recording secretary
226			of the	Board or the Board committee <u>before the meeting unless advance</u>
227			notic	e is impractical before the meeting unless advance notice is
228			impra	actical. [5 ILCS 120/7(b)]
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230		3)	A ma	jority of the A majority of the Board or a committee may allow a
231		,		ber to attend a meeting by other means only in accordance with and
232				e extent allowedmay allow a member to attend a meeting by other
233				es only in accordance with and to the extent allowed by this
234				ection (c). [5 ILCS 120/7(c)]
235			54050	(e). 15 15 15 15 17 (e).
236		4)	Exce	pt as provided in this subsection (c)(4), the limitations of this
237		• • • • • • • • • • • • • • • • • • • •	-	ection (c) shall not apply to closed meetings of the shall not apply to
238				d meetings of the Board or the Executive Committee or to open or
239				d meetings of any other closed meetings of any other subsidiary
239 240				
				body, including, without limitation, any committee other than the
241				utive Committee, that does not have authority to make binding
242				nmendations or determinations or to take any other substantive
243				nthat does not have authority to make binding recommendations or
244				minations or to take any other substantive action. If the limitations of
245				ubsection (c) do not apply, any or all members of the Board or a
246				diary body may attend a meeting by audio or video conference. An
247			-	meeting attended by audio or video conference will be broadcast at
248			-	roperly noticed location of the meeting. Neither advance notice nor
249			-	ission for such means of attendance is required. No minimum
250			numb	per of members need be physically present at the noticed location of
251			the m	neeting. [5 ILCS 120/7(d)]
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253	d)	Time	and Pla	ace of Open Meetings
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255		1)	All o	pen meetings shall be held at specified times and places which are
256			conve	enient and open to the public.
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258		2)	No oi	pen meeting shall be held on a legal holiday unless the regular

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meeting day falls on that holiday. [5 ILCS 120/2.01]

- e) Public Notice; Agenda; Schedule
 - Posting. Public notice shall be given by posting a copy of the notice at the principal office of SURS. [5 ILCS 120/2.02(a)]. Copies of the posted notice shall also be given to any news medium that has filed with the Executive Director an annual request for notice of meetings. [5 ILCS 120/2.02(b)].
 - 2) News Medium Request. Any news medium may file with the Executive Director of SURS an annual request for public notice of all meetings of the Board of Trustees of SURS. The Executive Director shall maintain an updated list of all news media that have filed annual requests and shall be responsible for seeing that the news media receive the notices mandated by the Open Meetings Act and this Section.
 - 3) Regular Meetings. Public notice shall be given of the schedule of regular meetings at the beginning of each fiscal year, stating the regular dates, times, and places of each meeting.
 - A) Agenda of Regular Meetings. An agenda for each regular meeting shall be posted in accordance with subsection (e)(1) at least 48 hours in advance of the holding of the meeting. However, this requirement shall not preclude the consideration of items not specifically set forth in the agenda. [5 ILCS 120/2.02(a)]
 - B) Schedule of Regular Meetings. At the beginning of each fiscal year, the Executive Director of SURS shall prepare and make available a schedule of all its regular meetings for that fiscal year, listing the times and places of meetings.
 - C) Change in Regular Meeting Date. If a change is made in a regular meeting date, at least 10 days' notice of the change shall be given by publication in the official State newspaper. Notice of the change shall also be posted at the principal office of SURS. Notice of the change shall also be given to any news medium that has filed with the Executive Director an annual request for notice of meetings. [5 ILCS 120/2.03]
 - 4) Special Meetings. Public notice of any special meeting shall be given at least 48 hours before the meeting.

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the validity of any action taken by the Board that is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. [5 ILCS 120/2.02(a)] B) News Medium Notice. Any news medium that has filed an annual request for notice shall be given the same notice of any special meeting in the same manner as is given to members of the Board provided that the news medium has given to members of the Board and address or telephone number within Illinois at which notice may be given. [5 ILCS 120/2.02(b)] S) Rescheduled or Reconvened Meetings. Public notice of any rescheduled or reconvened meeting shall be given at least 48 hours before the meeting some public and either: A) Exception to Notice Requirement. No public notice is required to be given of any reconvened meeting when the meeting was open the public and either: i) the meeting is to be reconvened within 24 hours; or ii) an announcement of the time and place of the reconvened meeting is made at the original meeting and there is no change in the agenda. [5 ILCS 120/2.02(a)]	302		A)	Agenda of Special Meetings. An agenda of a special meeting shall	
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333 ILCS 120/2.02(a)] 334 335 C) News Medium Notice. Any news medium that has filed an annual request for notice shall be given the same notice of any rescheduled or reconvened meeting in the same manner as is given to members of the Board, provided that the news medium has given the same manner as is giv				·	
334 335 C) News Medium Notice. Any news medium that has filed an annual request for notice shall be given the same notice of any rescheduled or reconvened meeting in the same manner as is given to members of the Board, provided that the news medium has given				•	
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rescheduled or reconvened meeting in the same manner as is give to members of the Board, provided that the news medium has give			,	· · · · · · · · · · · · · · · · · · ·	
338 to members of the Board, provided that the news medium has give				- · · · · · · · · · · · · · · · · · · ·	
y 1				e e	
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340 Illinois at which notice may be given. [5 ILCS 120/2.02(b)]				<u> •</u>	
341					
342 6) Emergency Meeting. <i>Notice of an emergency meeting shall be given as</i>		6)	Emer	gency Meeting. Notice of an emergency meeting shall be given as	
343 soon as is practicable. In any event, prior to an emergency meeting being		٠,			
344 held, notice shall be given to any news medium that has filed an annual					

request for notice. [5 ILCS 120/2.02(a)] Any news medium that has filed an annual request for notice shall be given the same notice of any emergency meeting in the same manner as is given to members of the Board, provided that the news medium has given the Executive Director an address or telephone number within Illinois at which notice may be given. [5 ILCS 120/2.02(b)]

f) Recording Meeting

- 1) Any person may record by tape, film or other means the proceedings at any open meeting, subject to the provisions of this subsection (f).
- If any witness at any meeting required to be open under the Open Meetings Act refuses to testify on the grounds that he or she may not be compelled to testify if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken, then the authority holding the meeting shall prohibit any recording during the testimony of the witness. Nothing in this subsection (f) shall be construed to extend the right to refuse to testify at any meeting not subject to the provisions of Section 8-701 of the Code of Civil Procedure. [5 ILCS 120/2.05]
- 3) "Recording Device" shall mean any device that records and stores, transcribes, transmits or broadcasts still images, moving images and/or sounds, regardless of format or medium, including, but not limited to, still cameras, video cameras, camcorders, computing devices (regardless of size), mobile phones, personal data assistants, voice recorders or any other similar device and any accessories or equipment used in conjunction with the device that are used to record an open meeting.
- 4) A recording device shall be operated in a manner that does not disrupt or interfere with the deliberative process and the public's ability to observe or listen to the proceedings. The Board, Board committee, or SURS staff may limit the number of recording devices being operated in the meeting room if the number of devices being operated in the aggregate causes or may cause disruption or interference.
- All mounted recording devices must be set up prior to the commencement of the meeting and may not be moved or removed until the proceeding has concluded, unless otherwise permitted by the Board, Board committee, or SURS staff. If a recording device requires additional equipment that needs placement in the meeting room, such as power cords, standing lights and microphones, those items may only be placed and operated in

388			_	ated areas assigned by the Board, Board committee or SURS staff,			
889			-	ed the areas are not limited to a location from which the recording			
390			device is not reasonably capable of making a recording. Arrangements shall be made with SURS staff at least 48 hours prior to the meeting to				
391				<u> </u>			
392			ensure	the availability of space for recording devices and equipment.			
393							
394		6)		Recording devices are not permitted to be placed or operated in any			
395			emerge	ency exit pathways or aisles, including entrances and exits.			
396							
397		7)		cording device operated by a member of the public may be used to			
398			record	a closed meeting.			
399							
100	g)	Closed	d Meetir	ngs			
101							
102		1)		et. The Board or a Board committee may hold closed meetings to			
103				er any subject permitted under Section 2(c) of the Open Meetings			
104			Act, in	cluding the following subjects:			
105							
106			A)	The appointment, employment, compensation, discipline,			
107				performance, or dismissal of specific employees of SURS,			
108				including hearing testimony on a complaint lodged against an			
109				employee to determine its validity [5 ILCS 120/2(c)(1)];			
110							
111			B)	Collective negotiating matters between SURS and its employees or			
112				their representatives, or deliberations concerning salary schedules			
113				for one or more classes of employees [5 ILCS 120/2(c)(2)];			
114							
115			C)	Evidence or testimony presented in open hearing, or in closed			
116				hearing when specifically authorized by law, to a quasi-			
117				adjudicative body, provided that the body prepares and makes			
118				available for public inspection a written decision setting forth its			
119				determinative reasoning [5 ILCS 120/2(c)(4)];			
120							
121			D)	The purchase or lease of real property for the use of SURS [5			
122				ILCS 120/2(c)(5)];			
123							
124			E)	The setting of a price for sale or lease of real property owned by			
125				SURS [5 ILCS 120/2(c)(6)];			
126							
127			F)	The sale or purchase of securities, investments, or investment			
128			•	contracts [5 ILCS 120/2(c)(7)];			
129							
130			G)	Emergency security procedures and the use of personnel and			
				• • • • • • • • • • • • • • • • • • • •			

431 432 433 434			equipment to respond to actual danger to the safety of employees, staff, or public property, provided that a description of the actual danger shall be made a part of the motion to close the meeting [5 ILCS 120/2(c)(8)];
435 436 437 438 439 440 441		H)	Litigation, when an action against, affecting or on behalf of SURS has been filed and is pending before a court or administrative tribunal, or when the Board or a Board committee finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting [5 ILCS 120/2(c)(11)];
142 143 144 145		I)	Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which SURS is a member [5 ILCS 120/2(c)(16)];
146 147 148 149 150		J)	The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board (see 20 ILCS 405/67.28) [5 ILCS 120/2(c)(20)]; and
451 452 453 454 455		K)	Discussion of minutes of closed meetings, whether for purposes of approval by the Board or Board committee of the minutes, or for purposes of semiannual review of the minutes [5 ILCS 120/2(c)(21)].
456 457	2)	Proce	dure
458 459 460 461 462 463 464 465 466		A)	Vote. Upon the majority vote of a quorum present of the Board or Board committee at an open meeting, the Board <i>may hold a meeting closed to the public or may close a portion of a meeting to the public</i> . The motion to close a meeting, or a portion of the meeting, shall <i>state a citation to the specific exemption set forth in</i> Section 2 of the Open Meetings Act. The vote of each member shall be taken by roll call vote, <i>shall be publicly disclosed, and shall be recorded and entered into the minutes of the meeting</i> .
468 469 470		B)	Subject. Only topics specified in the vote to close may be considered during the closed meeting.
471 472 473		C)	Series of Meetings. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in the series

174				involves the same particular matters and is scheduled to be held
1 75				within no more than 3 months after the vote. [5 ILCS 120/2a]
476				,
177	h)	Minu	ites of M	Meetings
1 78	,			
179		1)	Open	n Meetings
480		,	1	
481			A)	Content. The Board or Board committee shall keep written
182			,	minutes of all open meetings. The minutes shall include:
183				1 0
184				i) the date, time and place of the meeting;
485				
1 86				ii) the members of the Board recorded as either present or
187				absent, and whether the members were physically presen
488				or present by means of video or audio conference; and
189				,
1 90				iii) a summary of discussion on all matters proposed,
1 91				deliberated, or decided, and a record of any votes taken.
192				•
193			B)	Public Inspection. The minutes of any open meeting shall be
194			,	available for public inspection within seven 7 days after the
195				approval of the minutes by the Board or Board committee.
1 96				•
197		2)	Close	ed Meetings
198		,		· ·
199			A)	Content. The Board or Board committee shall keep written
500			ĺ	minutes of all closed meetings. The minutes shall include:
501				·
502				i) the date, time and place of the meeting;
503				
504				ii) the members of the Board recorded as either present or
505				absent; and
506				
507				iii) a summary of discussion on all matters proposed,
508				deliberated, or decided, and a record of any votes taken.
509				·
510			B)	Public Inspection. The minutes of any closed meeting shall be
511				available for public inspection only after the Board determines
512				that it is no longer necessary to protect the public interest or the
513				privacy of an individual by keeping the minutes confidential.
514				· - •
515			C)	Semiannual Review. The Board shall semiannually review
516				minutes of all closed meetings. At closed meetings, a

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517		determinat	ion shall be made, and reported in an open session, that
518		either:	
519			
520		i) the	need for confidentiality still exists as to all or a part of
521		thos	se minutes; or
522			
523		ii) the	minutes or portions of the minutes no longer require
524		con	fidential treatment and are available for public
525		insp	pection. [5 ILCS 120/2.06]
526			
527	i) Address by	Members of th	ne Public
528			
529	1) Noti	ce. A person	who wishes to address the Board or a Board committee
530	shall	l provide writte	en notice of the intent to make an address at least 2448
531	hour	s prior to the s	scheduled commencement of the meeting of the Board
532	or B	oard committe	ee. The notice shall <u>provide</u> describe the identity of the
533	spea	ker and the to	picgeneral subject matter of the address, and shall
534	spec	ify the Board	committee or Board meeting at which the address will
535	be m	nade. A copy of	of any written materials that the person wishes to
536	distr	ibute to the Bo	oard or Board committee members during the address
537	mus	t be attached to	the notice.
538			
539	2) Time	e Allotment.	The person may address the Board or Board committee
540	conc	erning any ma	atter that does not concern a resolution of final action on
541	the a	igenda for no l	onger than <u>five</u> minutes at the end of the meeting of
542	the I	Board or Board	d committee specified in the notice, unless otherwise
543	pern	nitted by the B	oard or Board committee. If the person wishes to
544	addr	ess the Board	or Board committee concerning a resolution of final
545	actio	on on the agend	da, then the person may address the Board or Board
546	com	mittee for no 1	onger than <u>five</u> 5 minutes after the scheduled
547	pres	entations on th	e resolution have concluded.
548			
549	(Source: Amended	at 50 Ill. Reg.	effective)