**Section 1750.320 Officers**

a) Chair − The Chair shall be an Authority member designated by and serving at the pleasure of the Governor.

b) Vice Chair − The Vice Chair shall be an Authority member designated by and serving at the pleasure of the Chair. Upon disability or unavailability of the Chair, the Vice Chair shall function as the Chair until the Chair again becomes able or available or until the Governor appoints a new Chair.

c) Secretary − The Chair shall appoint the Secretary, who shall serve at his or her pleasure. The Secretary need not be an Authority member, but if he or she is not an Authority member, he or she may not exercise the powers and functions of Authority members. The Secretary shall draft and forward the minutes of each meeting to Authority members prior to the next Authority meeting, at which time they shall be submitted to the Authority for approval. Copies of approved minutes shall be promptly posted on the Authority's website and sent to the Governor's office and anyone who requests them. The Secretary shall also provide for the public notice of regular, rescheduled and special Authority meetings as required by the Illinois Open Meetings Act [5 ILCS 120], and perform such other tasks as the Chair designates.

(Source: Amended at 24 Ill. Reg. 5650, effective March 20, 2000)