**Section 1750.330 Meetings**

a) Regular Meetings − Regular meetings of the Authority shall be held at least four (4) times per year at the offices of the Authority or at some location to be determined by the Chair when room is unavailable at the offices of the Authority or when necessary parties will be unable to attend unless the meeting is held elsewhere. Meetings and notice for meetings shall be in conformance with the Illinois Open Meetings Act.

b) Special Meetings − Special meetings of the Authority shall be called in conformance with the Illinois Open Meetings Act either by the Chair or by a request signed by at least five of the Authority members. Only matters contained in the agenda shall be voted on at any special meeting. In the event the need for a special meeting no longer exists or the Chair has notice that a quorum will not be reached, the Chair may cancel a special meeting provided that a meeting called at the request of Authority members may be cancelled only with their consent.

c) Quorum − A quorum shall constitute a majority of the Authority members then holding office who are present at the initial roll call at the commencement of any regular or special meeting. If a quorum is not present at the scheduled time of the meeting, the Chair may continue a roll call for a reasonable time after which, if a quorum is still not present, the meeting shall be adjourned.

d) Passage of Motions − After a quorum is announced a majority of those voting on a motion shall be sufficient to pass and make it the official act of the Authority. After a quorum is announced, Authority business may continue to be transacted by the members remaining, provided, however, that no vote may be taken unless at least one third of the members then holding office are still present at the time of the vote.

e) Voting Procedures − The Chair shall have the right to call for a vote by voice vote or by leave to adopt a previous roll call vote, in all cases unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

f) Participation in Meetings

1) Proxies − Proxies to vote shall not be permitted. An Authority member must be present to record his or her vote and to present a motion or motions.

2) Written Communication − When unable to attend, Authority members may present signed and dated written communications which shall be distributed or read to Authority members by the Chair. Such written communication shall not be considered proxies, votes or motions. However, a motion or motions may be made by other members concerning the contents of such written communication.

3) Discussion − Discussion and participation in meetings shall be subject to Robert's Rules of Order. Non-Authority members may not address the Authority or otherwise participate in its meetings in any manner without the consent of the Chair. However, if there is an objection by an Authority member to such address there shall be a vote of the Authority upon the matter. The Executive Director and other members of the staff shall have the right to address the Authority and participate in discussion.

4) Disruption − Anyone disrupting or otherwise interfering with the conduct of a meeting shall be removed from the place of meeting by order of the Chair.

g) Agenda − The Chair shall prescribe the agenda for all Authority meetings. Any Authority member may have an item placed on the agenda by notifying the Chair in writing in advance of the mailing of the agenda. Such notification also should include a copy of any written materials that the Authority member wishes distributed to the Authority members. In every agenda, except at special meetings, there shall be a category entitled "New Business" for the initiation of matters not included in the agenda for that meeting. However, new business matters that would adversely affect the rights of any party(ies) may not be finally acted on unless the party(ies) affected has been given prior written notice thereof.

h) Notice − An agenda, together with a notice of the time and place of all regular meetings shall be mailed to Authority members at least ten (10) business days prior to the meeting date. The Chair may postpone or reschedule any regular or special meeting upon at least 24 hours notice--by telephone, mail or equivalent--prior to the scheduled meeting. Notice of the rescheduled meeting date shall be provided at least 48 hours in advance. However, no rescheduled regular or special meeting which is to include public hearings or regulatory or rulemaking proceedings shall be rescheduled without notice being mailed at least ten (10) business days prior to the rescheduled meeting date.

i) Expenses − Authority members shall be entitled to reimbursement for reasonable expenses incurred in connection with their duties.

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