**Section 3300.340 Meetings, Notice and Place of Meetings**

a) The Commission meetings are subject to the provisions of the Open Meetings Act [5 ILCS 120].

b) The Commission shall convene no fewer than 4 times a year and these 4 meetings are open to the public.

c) Special meetings may be called by the chair when deemed necessary or at the request of a majority of the Commission members.

d) Before a closed meeting can occur, the Commission must announce publicly the specific exemptions under the provisions of the Open Meetings Act for closing the meeting. Closed meetings are not open to the public.

e) The dates, times, and place of the Commission’s regular meetings scheduled for the fiscal year will be posted at the beginning of each fiscal year.

f) Notice of any meetings and agenda shall be posted, 48 hours prior to the meeting, at the Commission’s office and the location where the meeting is held.

g) Meeting notice and agenda, if requested, shall be sent to interested individuals, organizations, and agencies 48 hours prior to the date of the meeting.

h) The media, if they have filed a request, shall be notified 5 working days prior to the date of the meeting.

i) Notice of meeting cancellations will be published in a newspaper of general circulation in the area of the scheduled meeting at least 10 days prior to the cancellation.

j) The Commission shall hold their meetings at a location most convenient to the public.