**Section 5300.1335 Attendance Requirements**

a) Except in the event of a notified absence (see subsection (b)), each Commissioner is expected to attend each regular or special meeting of the Commission. The Commission Secretary shall maintain a record of members' attendance.

b) A Commissioner's absence shall constitute a "notified absence" when the Commissioner, in advance of the meeting, informs the Commission Secretary that the Commissioner will be absent. A notified absence must be given 72 hours prior to the scheduled meeting when possible. An absence due to unforeseen circumstances, such as illness or emergency, shall also qualify as a notified absence when the Commissioner reports that absence to the Commission Secretary as soon as reasonably possible. The Commission Secretary shall record as non-notified all absences involving neither advance notice nor unforeseen circumstances.

c) The Commission Secretary shall report all instances of non-notified absences, as well as any instance of three consecutive absences of a member, from regular meetings in a fiscal year to the member's appointing authority.

(Source: Added at 44 Ill. Reg. 18930, effective November 23, 2020)