

AGENDA ITEM 8.

APPROVAL OF PROPOSED INTERNAL RULE

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**PROPOSED
MEETING RULES OF PROCEDURE
FOR ADVISORY BODIES**

Submitted for: Action

Summary: This Item reports and seeks commission approval of the Proposed Meeting Rules of Procedure for ISAC Advisory Bodies. The Open Meetings Act provides that the requirement that a quorum be physically present at the location of an open meeting shall not apply to State advisory boards or bodies that do not have authority to make binding recommendations or determinations or to take any other substantive action (5 ILCS 120/2.01). It further states that, “State advisory boards or bodies...may permit members to attend meetings by other means only in accordance with and to the extent allowed by specific procedural rules adopted by the body” (5ILCS 120/7(d)). The attached rules of procedure apply to all bodies of the Commission that do not have the authority to make binding recommendations or determinations, or to take any other substantive action, which includes the Investment Advisory Panel (“IAP”). The rules of procedure conform to the requirements of the Illinois Open Meetings Act (5 ILCS 120/*et. seq.*). The full text of the proposed rules of procedure are included in this item.

Action requested: That the Commission approve the following resolution:

“BE IT FURTHER RESOLVED that the Commission approves and further authorizes the Executive Director to proceed with any actions necessary to implement rules of procedure.”

PROPOSED

Meeting Rules of Procedure ISAC Advisory Bodies

1. These rules of procedure shall apply to all bodies of the Illinois Student Assistance Commission (“ISAC”) that do not have authority to make binding recommendations or determinations or to take any other substantive action (the “Advisory Bodies”).
2. All meetings of Advisory Bodies shall be open to the public and comply in all regards with the Illinois Open Meetings Act (5 ILCS 120/*et. seq.*), including but not limited to providing adequate notice, the taking of minutes, and opportunity for public comment.
 - a. Notice shall be posted to ISAC’s website at least 48 hours prior to the meeting, and shall include:
 - i. The date, time, and location of the meeting;
 - ii. Agenda of the topics to be discussed;
 - iii. Instructions for public participation; and
 - iv. Virtual log-in information, if applicable.
3. Regular meetings of the Advisory Bodies shall be held at dates and times determined by the Advisory Body, in consultation with designated ISAC staff.
4. An Advisory Body may call a special meeting in its discretion, in consultation with designated ISAC staff, or by request of a majority of Advisory Body members.
5. An Advisory Body may, in its discretion, cancel or reschedule any meeting by written notice within a reasonable time prior to the scheduled meeting date.
6. In the event of a bona fide emergency, notice shall be given pursuant to Section 2.02 of the Open Meetings Act and the presiding officer shall state the nature of the emergency at the beginning of the meeting.
7. A quorum of an Advisory Body shall not need to be physically present at the location of an open meeting, consistent with 5 ILCS 120/2.01. Each member participating in the meeting by virtual conference shall be considered present for the purposes of a quorum.
8. An Advisory Body may hold an open meeting virtually, such as by video conference.
 - a. If an open meeting is held virtually, the Advisory Body must also have a public building location for the meeting and provide a way for any individuals physically present at the public building location to observe and participate in the meeting, including the public participation portion of the meeting.
 - b. The virtual log-in information and physical location of the meeting must be included on the notice and agenda of the open meeting.
 - c. An initial roll call shall be taken to ensure that all members of the Advisory Body participating in the meeting are verified and can hear one another and all discussions.
 - d. Any votes shall be taken by roll call.