

1.5.7 MEETINGS CONDUCTED BY AUDIO OR VIDEO CONFERENCE

When the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration as defined in Section 4 of the Illinois Emergency Management Agency Act (20 ILCS 3305), Section 7(e) of the Open Meetings Act (5 ILCS 120) allows an open or closed meeting to be conducted by audio or video conference, without the physical presence of a quorum of the members.

The conduct of meetings must be conducted in accordance with all applicable requirements for type of meeting held (open or closed) established under Article I - Administrative Bylaws, Section V - Conduct of Business, with the following additional requirements as established in Section 7(e) of the Open Meetings Act (5 ILCS 120):

- All votes must be conducted by roll call, to ensure each member's vote on each issue can be identified and recorded;
- A verbatim record of all their meetings must be kept in the form of an audio or video recording; and,
- The audio or video recordings must be made available to the public upon request.

At each March and September meeting, if necessary, the Board shall review whether prior verbatim audio and video conference recordings can be destroyed. The results of this determination shall be reported in an open meeting. With Board approval by a majority vote, the verbatim recording(s) may be destroyed 18 months after the audio or video conferenced meeting, provided that written minutes have been approved. In accordance with the Open Meetings Act (5 ILC 120/7(e)), such verbatim recording(s) do not require State Records Commission approval for destruction after this 18 month period.