

**Illinois Future of Work Task Force
Meeting, Attendance and Voting Policy
Adopted _____**

The Illinois Future of Work Task Force (the “Task Force”), established pursuant to the Illinois Future of Work Act (the “Act”) (PA 102-0407), hereby sets forth the following specific procedural rules for conducting and attending Task Force meetings.

A. Open Meetings Act: The Task Force meets the definition of a "public body" as defined in Section 2 of the Open Meetings Act (5 ILCS 120) and it shall conduct all meetings in accordance with the requirements of that law. A quorum of the Task Force is 15 members, and a “meeting” occurs when a majority of a quorum of the Task Force (8) engages in “contemporaneous interactive communication” about Task Force business. Task Force members are responsible for compliance with the Open Meetings Act, including the completion of mandatory training through the Illinois Attorney General.¹

B. Regular Meetings:² The Task Force shall hold one meeting per month for a total of seven (7) meetings, and the first meeting must be held on or before September 30, 2021.

All regular meetings shall be publicized at the beginning of each fiscal year through a public notice listing the dates, times, and places of such meetings. Changes to the published schedule may be made provided that public notice of such a change is made at least 10 days in advance.

C. Meeting Locations: All meetings of the Task Force shall be held in locations that are convenient and open to the public. To the extent feasible, meetings shall be held in locations that support video conferencing to promote attendance of the Members and the broadest possible public participation. The Task Force will endeavor to stream audio and video of all public meetings.

The Task Force may meet in person or through video or audio conference; however, for any such teleconference meetings, the Task Force shall ensure the public is able to observe and comment on the proceedings by attending an accessible Department of Commerce & Economic Opportunity (“DCEO”) or other state agency office.

In the event the Governor or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns, the Task Force may hold an open or closed meeting by audio or video conference without the physical presence of a quorum of the members provided the conditions set forth in the Open Meetings Act are met.³

D. Public Notice:⁴ Public notice of all meetings shall meet the requirements of the Open Meetings Act. At a minimum, public notice of the annual meeting schedule shall be given by

¹ Open Meetings Act training must be completed within 90 days of appointment to the Task Force unless the member has already completed the training as part of other official duties. 5 ILCS 120/1.05(b).

² PA 102-0407, Section 15(b)

³ 5 ILCS 120/7(e).

⁴ 5 ILCS 120/2.02

posting a copy of the schedule at the DCEO offices in Chicago and Springfield, including the dates, times and locations of all scheduled meetings, and on a DCEO website. Notices of individual meetings shall be posted 48 hours in advance at the building in which the meeting is to be held. The meeting notice shall include the preliminary agenda.

E. Voting: Only duly appointed members of the Task Force shall make motions and vote. A vote may take place only if a quorum is present. A member is considered present if the member is either in attendance at the meeting site or participates in the meeting via telephone or video conferencing. Voting may commence and continue once a quorum has been declared. The affirmative vote of a simple majority of those members present is necessary for any action taken by vote of the Task Force.

Voting by proxies is not permitted. A member who cannot attend may send a representative to observe and provide commentary, but that person shall not be counted toward the quorum

F. Public Participation: Task Force meetings shall be open to the public and public participation is encouraged. A public comment period shall be part of the agenda of each meeting. Generally, public comments shall be limited to five (5) minutes per person; but, the aggregate total public comment should not exceed thirty (30) minutes. Additional time may be allowed for comments. Written comments may also be submitted for review by the members. Public comments should be limited to matters on the agenda or related to the purpose and duties of the Task Force.