

Ethic Commission Meetings Operational Procedures

Commission Meetings

The Commission will meet at least once per year at a scheduled date and time, unless the Commission Chair determines that there is no business to conduct. The public notice requirements of the Illinois Open Meetings Act, 5 ILCS 120/1, et seq., must be complied with, and the dates and times for meetings shall be posted as required by law.

The Commission will meet and conduct all regular business at the Rochester Public Library District Community Room

Three members of the Commission present at a meeting or a Hearing shall constitute a quorum. No meeting shall proceed or continue in the absence of a quorum. In-person attendance is the preferred method of participation by Commission members; however, members may participate by video or audio conference, telephone call or other electronic means pursuant to the requirements of Sections 1.02 and 2.01 of the Illinois Open Meetings Act (5 ILCS 120/1.02 & 2.01) during regularly scheduled Commission meetings and for the consideration of complaints at all stages except at the Administrative Hearing. Members of the Commission shall be physically present in order to participate at an Administrative Hearing.

The Commission's meeting agenda will be prepared by the Rochester Public Library Director, or their designee, and will be posted on the Rochester Public Library District web site and at the Rochester Public Library District Building at least 48 hours prior to any meeting, whether open or closed. Items not listed on the regular meeting agenda may be considered by the Commission, but no action may be taken on such items. Agenda items should be forwarded to the Rochester Public Library District Director, or their designee at least 96 hours in advance of the scheduled meeting at which the item will be considered. Commission meeting agendas and process shall follow the order listed below:

- I. Call to Order
- II. Minutes
- III. Public Comment
- IV. Old Business
- V. New Business
- VI. Adjournment

1. Public Comment

- a. The public is welcome and encouraged to attend all open meetings of the Commission. All interested persons shall be allowed to express their views at the Commission meetings regarding matters within the Commission's jurisdiction. All Commission meetings shall provide the public an opportunity to comment on both agenda items and matters not listed on the agenda but within the Commission's jurisdiction. Such an opportunity for public comment will appear as an item on the agenda. Public comment will be allowed on the agenda before

the business portion of the meeting. Public comment will be limited to three minutes per individual unless granted leave by the Commission Chair to extend their remarks. The Commission Chair may limit or discontinue public commentary as may be needed to maintain order.

- b. The Commission shall urge the public, in the strongest possible terms, not to make complaints regarding possible Ethics & Conduct Code violations at the public meetings since the public disclosure of such complaints may undermine any subsequent investigation which may be undertaken.

2. Minutes

- a. The Commission shall keep written minutes of all of its meetings. The Rochester Public Library District's Office shall be responsible for keeping and preparing the minutes in accordance with the Illinois Open Meetings Act.
- b. The Commission's minutes will be approved by a majority vote of the Commission.

3. Voting

- a. Any official action by the Commission shall require the affirmative vote of three (3) members of the Commission.
- b. Each member present at a Commission meeting shall vote on all matters put to a vote unless the member first requests recusal, or unless the member has a financial interest or other conflict of interest which would prevent the member from participating in the matter.
- c. Voting by proxy is prohibited.

4. Communications with the Commissions

- a. Electronic or surface mail directed to the Rochester Ethics Commission shall be forwarded to the Rochester Directors Office as well as to the Commissioners. b. Freedom of Information Act requests for inspection or copying of public records pertaining to the Ethics Commission shall be forwarded to the County Administrator, or their designee, for response pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, et seq. Records of the Commission shall be kept and maintained as required by the Local Records Act, 50 ILCS 205, et seq.