

**Racial Profiling Prevention and Data Oversight  
Board Meeting, Attendance and Voting Policy  
Adopted May 26th 2022**

The Racial Profiling Prevention and Data Oversight Board (the “Board”), established pursuant to the Racial Profiling Prevention and Data Oversight Act (“the “Act”) (20 ILCS 2715), hereby sets forth the following specific procedural rules for conducting and attending Board meetings.

**A. Open Meetings Act:** The Board 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 Board is a majority of the members, eight (8) members. A “meeting” occurs when a majority of a quorum of the Board, five (5) members, engages in “contemporaneous interactive communication” about Board business. All Board members are responsible for compliance with the Open Meetings Act, including the completion of mandatory training once per term through the Illinois Attorney General.<sup>1</sup> One (1) Board member will be the Open Meetings Act designee, who will complete the training annually through the Illinois Attorney General.

**B. Regular Meetings:**<sup>2</sup> The Board shall hold at least one meeting per three (3) months for an annual total of four (4) meetings, with additional meetings added as deemed necessary by the Board chairperson. All regular meetings shall be publicized at the beginning of each fiscal year on the website by listing the dates, times, and places, links or call-in numbers of such meetings. Changes to the published schedule may be made provided that public notice of such change is made at least ten (10) days in advance.

**C. Meeting Locations:** All meetings of the Board 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 Board will endeavor to stream audio and video of all public meetings.

The Board may meet in person or through video or audio conference; however, for any such teleconference meetings, the Board shall ensure the public is able to observe and comment on the proceedings by attending via call-in number provided on the website. The call-in number shall be posted to the website at least 48 hours prior to the meeting. 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 Board 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.<sup>3</sup>

**D. Public Notice:**<sup>4</sup> Public notice of all meetings shall meet the requirements of the Open

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

<sup>2</sup> P.A. 94-997, Section 15(c)

<sup>3</sup> 5 ILCS 120/7(e)

<sup>4</sup> 5 ILCS 120/2.02

Meetings Act. At a minimum, public notice of the annual meeting schedule shall be given by posting a copy of the schedule on the website and at the IDOT offices in Chicago and Springfield, including the dates, times and locations, links or call-in numbers of all scheduled meetings. Notices of individual meetings shall be posted 48 hours in advance on the website and 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 Board 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 Board.

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 nor may that person vote on behalf of the member.

**F. Public Participation:** Board 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. Intention to speak during the public comment period should be provided to the administrative email address provided on the public notice at least twenty-four (24) hours prior to the 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 with chair or vice-chair approval. 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 Board.