

**Illinois Domestic Violence Fatality
Review Committee Meeting,
Attendance and Voting Policy
Adopted _____**

The Illinois Domestic Violence Fatality Review Committee (the “Committee”), established pursuant to the Domestic Violence Fatality Review Act (the “Act”) (PA 10-0520), hereby sets forth the following specific procedural rules for conducting and attending Committee meetings.

A. Open Meetings Act: The Committee 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 Committee is a majority of the members, and a “meeting” occurs when a majority of a quorum of the Committee engages in “contemporaneous interactive communication” about Committee business.

B. Regular Meetings:² The Committee shall hold quarterly meetings with additional meetings added as deemed necessary by the Committee chairmen.

All regular meetings shall be publicized 48 hours in advance on the Illinois Criminal Justice Information Authority (“ICJIA”) website.

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

The Committee may meet in person or through video or audio conference; however, for any such teleconference meetings, the Committee shall ensure the public is able to observe and comment on the proceedings by attending via call-in number provided on ICJIA website. The call-in number shall be posted to the website 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 Committee 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 Committee unless the member has already completed the training as part of other official duties. 5 ILCS 120/1.05(b). At the time of the implementation of these rules, the Attorney General was not making the training available.

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 ICJIA offices in Chicago, including the dates, times and locations of all scheduled meetings, and on a ICJIA 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 Committee 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 Committee.

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. A designee as allowed by the statute is not a proxy.

Only one person (appointed or designee) may represent each organization at the Committee meeting at a time.

F. Public Participation: Committee 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 Committee.