

TITLE 2: GOVERNMENTAL ORGANIZATION  
SUBTITLE E: MISCELLANEOUS STATE AGENCIES  
CHAPTER XI: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

PART 1760  
ILLINOIS INTEGRATED JUSTICE INFORMATION SYSTEMS  
IMPLEMENTATION BOARD ORGANIZATION

Section:

1760.100	Preamble
1760.110	Membership and Officers
1760.120	Meetings
1760.130	Committees
1760.140	Amendment of Organizational Rules
1760.150	Unspecified Matters
1760.160	Effective Date

**AUTHORITY:** 20 ILCS 3930/7; Executive Order 2003-16, effective July 2, 2003

**SOURCE:** Adopted at 28 Ill. Reg. 5262, effective March 12, 2004.

**Section 1760.100 Preamble**

The Illinois Integrated Justice Information System Implementation Board (hereinafter called the "Board"), created within the Illinois Criminal Justice Information Authority (hereinafter called the "Authority"), shall have the duties and responsibilities set forth in Executive Order 2003-16, effective July 2, 2003. The purpose of this Board is to promote the integration of justice systems in Illinois, to coordinate the development, adoption, and implementation of plans and strategies for sharing justice information, to establish standards to facilitate the electronic sharing of justice information, and to promulgate policies that protect individuals' privacy rights related to the sharing of justice information.

**Section 1760.110      Membership and Officers**

- a) Chair - The Chair shall be a Board member or official designee elected by the membership of the Board. The Chair shall serve a term of two years.
  
- b) Elections – Elections for Chair shall take place every other year during the Board meeting following the submission of the annual report to the Governor and General Assembly. Board members shall be provided notice at least 14 days prior to the meeting at which the Chair will be elected. Any member of the Board or an official designee may make nominations for chair from the floor or vote for any member of the Board or designee.
  
- c) Vice Chair - The Vice Chair shall be a Board member or designee selected by and serving at the pleasure of the Chair. Upon disability or unavailability of the Chair, the Vice Chair shall function as the Chair until the Chair again becomes able or available or until a new Chair is elected.

**Section 1760.120 Meetings**

- a) Regular Meetings - Regular meetings of the Board shall be held at least twice per year at the offices of the Authority or at some location to be determined by the Chair. Meetings and notice for meetings shall be in conformance with the Illinois Open Meetings Act [5 ILCS 120].
- b) Quorum - A quorum shall constitute a majority of Board members or designees then holding office who are present, in person, by telephone or other electronic means, at the initial roll call at the commencement of any regular or special meeting. If a quorum is not present at the scheduled time of the meeting, the Chair may continue a roll call for a reasonable time after which, if a quorum is still not present, the meeting shall be adjourned.
- c) Passage of Motions - After a quorum is announced, a majority of those voting on a motion shall be sufficient to pass and make it the official act of the Board. After a quorum is announced, Board business may continue to be transacted by the members remaining, provided, however, that no vote may be taken unless at least eight of the members then holding office are still present at the time of the vote.
- d) Voting Procedures - The Chair shall have the right to call for a vote by voice vote or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- e) Participation in Meetings
  - 1) Proxies – Proxies to vote shall not be permitted. A Board member or official designee may be present, in person, by telephone or other electronic means, to record his or her vote and to present a motion or motions.
  - 2) Designees - The ex officio members of the Board may appoint a deputy director, assistant director, or similar senior level staff person as the Board member's designee to serve as a voting member on the Board or on any committee. Such designation shall be in writing to the Chair of the Board. Designees shall have the full rights and authority as the ex officio member on the Board. For purposes of these rules, the ex officio members of the Board are: the Attorney General, the Secretary of State, the director of the Illinois Criminal Justice Information Authority, the director of the Illinois Department of State Police, the director of the Illinois Department of Central Management Services, the director of the Illinois Department of Corrections, the director of technology in the Governor's Office, the superintendent of the Chicago Police Department, the Cook County State's Attorney, the Cook County Sheriff, the clerk of the circuit court of

Cook County, the Cook County Chief Information Officer, and the Cook County Public Defender.

- 3) Written Communication - When unavailable for meetings, Board members may present signed and dated written communications which shall be distributed or read to Board Members by the Chair. Such written communication shall not be considered proxies, votes or motions. However, a motion or motions may be made by other members concerning the contents of such written communication. Such written communications shall be included in the minutes of the meeting.
  - 4) Discussion - Discussion and participation in meetings shall be subject to Robert's Rules of Order. Non-Board members may address the Board or otherwise participate in its meetings in any manner with the consent of the Chair. However, if there is an objection by a Board member to such address there shall be a vote of the Board upon the matter.
  - 5) Disruption - Anyone disrupting or otherwise interfering with the conduct of a meeting shall be removed from the place of meeting by order of the Chair.
- f) Agenda - The Chair shall prescribe the agenda for all Board meetings. Any Board member may have an item placed on the agenda by notifying the Chair in writing in advance of the mailing of the agenda. Such notification also should include a copy of any written materials that the Board member wishes distributed to the Board members.
- g) Notice - An agenda, together with a notice of the time and place of all regular meetings shall be mailed to Board members at least seven (7) days prior to the meeting date. The Chair may postpone or reschedule any regular or special meeting upon at least 24 hours notice - by telephone, mail or equivalent means - prior to the scheduled meeting. Notice of the rescheduled meeting date shall be provided at least 48 hours in advance.
- h) Expenses - Members of the Board shall serve without compensation. Board Members shall be entitled to reimbursement for reasonable expenses incurred in connection with their duties.

**Section 176.130 Committees**

- a) **Committee Structure** - The Chair, in consultation with the Board, shall create committees as necessary to achieve the purposes of Executive Order 2003-16. Committees shall exercise those powers as are delegated to them by the chair and as are appropriate to their mission and responsibility.
- b) **Membership** - The Chair shall appoint all committee chairs, vice chairs and members of committees. The Chair shall appoint Board members or their official designees as chairs of committees. The Chair may appoint non-board members as full voting members of any committee. The members of all committees shall serve at the pleasure of the Chair.
- c) **Meetings** - Either the Chair or a committee chair may schedule a committee meeting.
- d) **Quorum** - A quorum of a committee shall constitute a majority of the committee members or their designees then holding office, including the committee chair or vice chair, who are present, in person or by telephone, at the initial roll call at the commencement of any committee meeting. If a quorum is not present at the scheduled time of the meeting, the committee chair may continue a roll call for a reasonable time after which, if a quorum is still not present, the committee meeting shall be adjourned. No vote may be taken unless at least three (3) committee members, are present at the time of the vote.
- e) **Participation** - With the consent of a committee Chair, representatives of any Board member may participate in any committee for discussion purposes. Members of the Board or designees who are not committee members shall have the right to participate in committee meetings and vote. The Chair of the Board may designate any Board member or designee to become an ad hoc voting member of a committee when necessary to ensure a quorum.
- f) **Notice** - A committee meeting shall be scheduled upon at least seven (7) days notice by telephone, mail, or equivalent means, to committee members.
- g) **Oversight of Committees** – Committee chairs shall report committee actions to the Board at the next Board meeting following the committee meeting.
- h) **Minutes and Reports** - Minutes of all committee meetings shall be kept. Copies of minutes shall be furnished to all members of the Board prior to the next Board meeting or within 42 days following each committee meeting, whichever is later.
- i) **Rules** - Committees shall be governed by these Organizational Rules and any and all amendments to these rules.

**Section 1760.140.     Amendment of Organizational Rules**

These Organizational Rules may be amended at any regular or special meeting by a majority of the Board members present, provided that the proposed amendment shall have been distributed at least seven (7) days prior to such meeting.

**Section 1760.150      Unspecified Matters**

All matters not specified by these Organizational Rules shall be governed by the Open Meetings Act [5 ILCS 120], the Illinois Administrative Procedure Act [5 ILCS 100], and the latest edition of Robert's Rules of Order whenever applicable.



**Section 1760.160      Effective Date**

The Organizational Rules take effect upon their approval by a majority of those Board members present, and the filing of a copy thereof with the Office of the Secretary of State, and the fulfilling of any other statutory requirements, in accordance with the law.