

## SECTION 1.2 - Effective Date

These Rules, as amended, shall be effective from and after ~~May 5, 2016~~ December 1, 2016.

## ARTICLE IV – MEETINGS IN GENERAL, Pursuant to the Open Meetings Act 5 ILCS 120, et seq.

### SECTION 4.1 – Regular Meetings

- (A) The Board of Commissioners (Board) shall hold regular meetings on the first (1st) and third (3rd) Thursdays of each month with the exception of the months of July and August when one meeting is held per month, at the hour of 10:~~00~~30 A.M.
- (B) The date and time of a meeting may be changed by the Board of Commissioners at regular meetings and by the giving of notice as required by 5 ILCS 120/2.02.
- (C) The Board of Commissioners shall use the Consent Agenda format for its regular and committee of the whole meetings.

### SECTION 4.4 – Minutes and Verbatim Audio or Video Recordings

- (A) The Board shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording pursuant to 5 ILCS 120/2.06. Closed meeting minutes shall be distributed to the Board during a closed meeting for approval. Access to closed meeting minutes and verbatim recordings shall otherwise be provided to current members of the Board in the presence of a records secretary, an administrative official of the District or an elected official of the District, pursuant to the conditions enumerated in 5 ILCS 120/2.06.
- ~~(B)~~ The Clerk shall obtain the signature of the President of the Board for each regular and special meeting minutes report before posting to the web site to satisfy the requirement that items approved by the Board of Commissioners must, before they take effect, be approved by the President of the Board of Commissioners pursuant to 70 ILCS 2605/4.
- ~~(B)~~(C) The Board of Commissioners shall no less than semi-annually, review the minutes transcripts of all closed meetings and report in an open session that (1) the need for confidentiality still exists as to part or all of those minutes transcripts or (2) that the minutes transcripts or portions thereof no longer require confidentiality treatment and are available for public inspection, pursuant to the provisions of 5 ILCS 120/2.06.
- ~~(C)~~(D) The Board may approve the destruction of verbatim records no less than 18 months after completion of the meeting recorded, as long as it has approved minutes for that meeting, pursuant to 5 ILCS 120/2.06. Minutes and verbatim transcripts that constitute minutes may not be destroyed.

### SECTION 4.5 – Transcripts

- (A) A verbatim stenographic transcript shall be made of all meetings of the Board.
- ~~(B)~~ The Board of Commissioners shall no less than semi-annually, review the transcripts of all closed meetings and report in an open session that (1) the need for confidentiality still exists as to part or all of those transcripts or (2) that the transcripts or portions thereof no longer

~~require confidentiality treatment and are available for public inspection, pursuant to the provisions of 5 ILCS 120/2.06.~~

- (B) The President may request the Clerk to hold certain closed meeting transcripts for confidentiality (Impounded). ~~Impounded transcripts shall not be available for internal or external review except to the extent that the public body needs to review the transcripts as required by the Open Meetings Act in order to determine whether it is necessary to keep them confidential or otherwise consents to disclosure. Access to impounded transcripts shall be provided to~~ However, when necessary to conduct the affairs of the public body, a majority of the public body may authorize the release of an impounded transcript to current members of the Board in the presence of a records secretary, an administrative official of the District or an elected official of the District, pursuant to the conditions enumerated in 5 ILCS 120/2.06. ~~Impounded transcripts shall not otherwise be available for internal or external review except to the extent that the public body needs to review the transcripts that constitute minutes in order to determine whether it is necessary to keep them confidential or otherwise consent to disclosure as required by 5 ILCS 120/2.06.~~ Upon completion of review by the members(s) of the Board, the closed meeting transcript shall again be impounded.

#### SECTION 5.25 – ~~Limit on Public Speakers~~Public Comment

A Public Comment period will be designated on the Board's Agenda. Public comment will only be accepted during the designated period unless otherwise authorized by the presiding officer. The total time allowed for public comments shall not exceed 30 minutes. Any person desiring to speak at a meeting of the Board or its committees shall submit a written Speaker's Request form setting forth his/her name, the organization he/she represents, if any, and a description of the topic he/she wishes to discuss to the District's Public and Intergovernmental Affairs Officer or her/his designee located near the entrance inside the Board room. Speaker's Request forms will be accepted until the scheduled beginning time of the meeting of the Committee of the Whole. Any person shall have the opportunity to address the Board of Commissioners in accordance with the terms of these Rules. Once that person is recognized to speak by the President of the Board of Commissioners or other presiding officer, the speaker shall have up to three minutes to speak unless more or less time is allowed by the presiding officer. Members of the public may request permission from the presiding officer to speak on any subject relevant to the business of the Board of Commissioners. The presiding officer may rescind such permission instanter where the speaker is determined by the presiding officer to be disruptive or otherwise acting in a manner which unreasonably prevents or interferes with the orderly conduct of the business of the Board of Commissioners.

#### ARTICLE VI – REPEALER

Rules of the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago, adopted prior to these Rules becoming effective on ~~May 5, 2016~~ December 1, 2016 are hereby repealed.