

OPEN MEETINGS ACT

PUBLIC NOTICE

AND

AGENDA

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COMPLIANCE WITH OPEN MEETINGS ACT

- I. Meeting a gathering of a majority of a quorum (2 of 5)
- II. Purpose that all actions are taken openly
- III. Meetings to be held at specified times and places convenient to Public. Not on a holiday unless it is the regular meeting day.
- IV. Notice to be set in advance at the beginning of the year. An agenda should be posted 48 hours before the meeting. A notice of a rescheduled or special meeting shall be given 48 hours before

Notice of an emergency meeting shall be as soon as practicable but prior to the meeting
- V. Posting of notice and agenda to be at principal office or organization – Police Department, Village Hall

REQUIREMENTS

- I. Must have a quorum reflect this in the minutes
- II. Written minutes must contain date & time of meeting, roll call of members. A summary of the matters discussed
- III. Make minutes available to the public 7 days after approved

CLOSED OR EXECUTIVE SESSIONS

- I. Must be recorded by a tape recorder; tapes must be retained for at least 18 months—thereafter they may be destroyed if writing minutes are approved
- II. If tape recorder fails, you must stop meeting until it is repaired
- III. Review every six months to determine if any should be released to public
- IV. Made by motion upon going into executive session, give exception as provided under 5 ILCS 120/2. You must state exception and statute (i.e. 5 ILCS 120(c) (11)-litigation)
- V. Approve minutes of prior executive session in open session. Review minutes in executive session.
- VI. No action may be taken in executive session. Action only in open session always state no action was taken in executive session when resuming open session.

- VII. Procedure move to go into executive session, clear room, move to adjourn executive session move to return to open session, state time into and out of executive session.
- VIII. List all executive session minutes held confidential when considering their release.

PUBLIC NOTICE

In accordance with the statutes of the State of Illinois and the ordinances of the City of _____, the next regular meeting of the Police Pension Board of the City of _____, is scheduled to be held at the hour of 7:00 p.m., on the _____ day of _____, 20__ at the _____, _____ Illinois, during which it is anticipated that there will be a discussion of the following:

City of _____
_____ Pension Board
(date)
7:00 PM

- I. Call to Order
- II. Roll Call
- III. Review and Approval of Minutes
- IV. Treasurer's Report-State Value of Fund as of end of Quarter
- V. Investment Report
 - a. Approve transactions
 - b. Review the performance of fund
 - c. Ascertain costs
- VI. Correspondence
- VII. Approval of Bills-Voice roll call vote recommended
- VIII. Old Business
- IX. New Business
 - a. Request for Admission to Fund
 - b. Request for benefits i) Portability, ii) Retirement, iii) Disability request
 - c. Set tax levy request, or audit, or refund request of contributions
 - d. Annual physicals
 - e. Annual increases for retired member
 - f. Miscellaneous
- X. Executive Session – Litigation 5 ILCS 120/2 (c)(11)
- XI. Set meeting date or confirm
- XII. Adjourn