

**STATE OF ILLINOIS  
CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION TASK FORCE  
BYLAWS**

**ARTICLE I**

**Meetings:**

- Section 1-1. The Board shall hold a minimum of three public hearings across the state, including one in northern Illinois, one in central Illinois, and one in southern Illinois.
- Section 1.2. A meeting may be rescheduled or a special meeting called by the director of Public Health.
- Section 1-3. The Illinois Department of Public Health, shall prepare an agenda and suggestions on any documents for distribution to members prior to each meeting. The approval of minutes from the previous meeting shall be included on each agenda.
- Section 1-4. All meetings shall comply with the *Open Meetings Act* [5 ILCS 120] and shall be open to the public unless a meeting or portion thereof qualifies for a closed session.

**ARTICLE II**

**Conducting Business:**

- Section 2-1. A quorum shall be present in order to convene the board and conduct business. A quorum shall consist of a majority of the appointed members. Also the Chronic Disease Prevention and Health Promotion Task Force will permit a quorum by audio and video conference.
- Section 2-2. The meetings and proceedings shall be conducted in an orderly manner and in accordance with the current edition of *Robert's Rules of Order*, unless otherwise specified in these bylaws.
- Section 2-3. Any action, recommendation or decision of the board shall be proposed by motion. Each member shall have one vote on each motion.
- Section 2-4. The Illinois Department of Public Health shall provide a staff person to record and prepare the Minutes of all meetings.

