

**BYLAWS**  
**of the Dual Credit Quality Act Advisory Committee**  
**Adopted January 9, 2026**

The Dual Credit Quality Act Advisory Committee (“Committee”), established pursuant to the Dual Credit Quality Act (110 ILCS 27/19.5), is a **statewide advisory body**. The Committee may make recommendations but does not take binding action.

The Committee 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 set forth in the Open Meetings Act and it shall conduct all meetings in accordance with the requirements of that law. (5 ILCS 120/1.02)

A quorum of the Committee is a majority of the appointed members.

A “meeting,” as defined by the Open Meetings Act, is any gathering conducted by “contemporaneous interactive communication,” whether in person or by video or audio conference, of a majority of a quorum of Committee members held for the purpose of discussing public business. (5 ILCS 120/1.02)

Committee members must receive training in compliance with the Open Meetings Act as developed and administered by the Office of the Attorney General Public Access Counselor (PAC). Committee members must also designate individuals who will receive Open Meetings Act training on an annual basis, as developed and administered by the PAC. (5 ILCS 120/1.05).

**B. Regular Meetings:**

The Committee shall meet as often as the Illinois Community College Board (ICCB) and Illinois State Board of Education (ISBE) deems necessary but will meet at least once per year. All regular meeting notices shall be posted 48 hours in advance on the Illinois Community College Board’s website.

**C. Meeting Locations & Attendance:**

All meetings of the Committee shall be held in locations that are convenient and open to the public. (5 ILCS 120/2.01).

The Committee may meet in person, or through video or audio conference without the physical presence of a quorum of members at the direction of the

ICCB and ISBE provided the conditions set forth in the Open Meetings Act are met (5 ILCS 120/7). For any such video or audio conference meetings, the Committee shall ensure the public is able to observe and comment in the meeting by attending via a call-in number or video link posted on the Illinois Community College Board's website. The call-in number shall be posted to the website no later than 48 hours prior to the meeting.

During video or audio conference meetings, Committee members shall turn on their video cameras for the duration of the meeting as much as possible. Members shall remain on mute until recognized to speak to avoid speaking over other members. All members and attendees must be able to contemporaneously hear one another and hear all discussion or votes.

Each member of the Committee participating in a meeting by video or audio conference shall be considered present at the meeting for purposes of determining a quorum.

Verbatim records (audio or video recordings) are required for video or audio conference meetings and must be made available to the public pursuant to the Open Meetings Act.

**D. Public Notice:**

Public notice of all meetings shall meet the requirements of the Open Meetings Act. Notices of regular meetings shall be posted no later than 48 hours in advance at the building(s) in which the meeting is to be held and on the Illinois Community College Board's website. The meeting notice shall include the meeting agenda. (5 ILCS 120/2.02).

**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 either physically attends at the meeting location or participates in the meeting via video or audio conference per these bylaws. Voting may commence once a quorum has been declared. The affirmative vote of a simple majority of members in attendance is required in order to undertake any official action by the Committee. All votes will be conducted by voice vote.

A member who cannot attend may send a representative to observe and provide commentary, but that person shall not be counted toward quorum and may not vote. Only one member at a time (either an appointee, or a designee) may represent each organization at the Committee. Multiple individuals from the same organization or agency may attend meetings as public members.

**F. Committees & Subcommittees:**

Members may create committees and subcommittees. Committee and subcommittee members may include representatives from government, private industry, and not-for-profit organizations. The Open Meetings Act may apply to committee and subcommittee meetings if the meetings fall under the definitions of a “meeting” and “public body” in the Open Meetings Act.

**G. Members:**

Committee members should serve the entire length of their terms. However, in the event a member can no longer attend meetings and can no longer fulfill the duties of the Committee, the member may submit a written resignation to the ICCB.

Members and designees must provide the ICCB with updated contact information throughout their term (email address and phone number).

All Committee members must comply with the State of Illinois mandates for annual trainings, administered through the State’s OneNet system by the Office of the Illinois Lieutenant Governor. Failure to comply with the training mandates may result in removal from the Committee or ineligibility for other Executive appointments or reappointments.

**H. Public Participation:**

Committee meetings shall be open to the public. A public comment period shall be part of the agenda of each meeting. Public comments should be limited to matters on the agenda or related to the purpose and duties of the Committee.