

**BYLAWS OF THE OFFICE OF THE ILLINOIS STATE FIRE MARSHAL PROXIMATE  
AUDIENCE AND FLAME EFFECT REVIEW COMMITTEE**  
**(Updated 03/20/2025)**

**ARTICLE 1: MEETINGS**

**SECTION 1: REGULAR MEETINGS**

Regular Meetings of the Proximate Audience and Flame Effect Licensing Committee (the “Committee”) established under and in accordance with Title 41: Fire Protection, Chapter I: Office of the State Fire Marshal, Part 230 Pyrotechnic Distributor and Operator Licensing Rules, Section 230.110 Proximate Audience and Flame Effect Licensing Review Committee, shall be scheduled by the Committee each calendar quarter to review applications and at additional times as the committee deems necessary. The committee does not need to meet if there are no applications to review.

**SECTION 2: PLACE, HOUR, AND CONDUCT OF MEETINGS**

Meetings of the Committee shall be held at such convenient location(s) and at an hour approved by the majority of the members of the Committee. In-person meetings can include a meeting taking place at multiple designated locations open to the public in Illinois with participants appearing by simultaneously video or audio conference from such locations open to the public. All meetings of the Committee shall be conducted in accordance with the Open Meetings Act.

**SECTION 3: ATTENDANCE**

Committee members should make every effort to attend all meetings of the Committee in person. When personal attendance is not possible due to personal illness, disability, employment purposes, business, or a family or other emergency, participation by telephone or video or audio conference is permissible, but only if a quorum of Board members is physically present at the meeting location(s).

A Committee member who wishes to participate by telephone or video or audio conference shall request approval during the roll call of the meeting. A majority of the members attending in person must concur to allow that member to participate by telephone or video or audio conference. Except as specifically provided above, the Committee shall not conduct business via telephone call or electronic means such as electronic mail, electronic chat, instant or text messaging, or any other means of contemporaneous interactive communication that does not require physical presence at the meeting location.

**SECTION 4: SPECIAL MEETINGS**

Special meetings may be called at any time by the Chair of the Committee, either at the Chair’s own demand or at the written request of a majority of the Committee members. Notice shall be

given by the Chair to each member of the time and place of each special meeting at least 72 hours prior to the date of the meeting, by overnight courier, by electronic mail, by facsimile transmission if the member has a facsimile number on file with the Chair, or by telephone. Such notice shall contain information as to the subject matter for consideration at the meeting. Notice of a special meeting shall not be valid until a sufficient number of members to constitute a quorum have confirmed with the Chair in writing or by telephone that the member has received notice of the special meeting.

#### **SECTION 5: QUORUM**

A majority of the members presently serving on the Committee shall constitute a quorum for the transaction of business at any official meeting.

#### **SECTION 6: VOTING**

Each Committee member shall have one vote on any question coming before the Committee during any regular or special meeting which the member attends in person or by telephone or video or audio conference if attendance has been approved per Article I Section 3 of these Bylaws. Concurring votes by a majority of the members presently serving on the Committee shall be necessary for the adoption of any resolution or action by the Committee. A tie vote fails.

#### **SECTION 7: ROLL CALLS**

On any resolution or action by the Committee, the vote of each Committee member present shall be recorded in the minutes of the meeting.

#### **SECTION 8: RECORD OF PROCEEDINGS**

The Committee shall keep written minutes of all proceedings, whether open or closed, in which shall be recorded the date, time, and place of the meeting, whether each Committee member was physically present, participated by telephone or video or audio conference, or was absent, a summary of all matters discussed, and a record of any votes taken. Committee proceedings shall be transcribed into written minutes, which shall be submitted to the Committee for approval at the next meeting. The Chair shall ensure that a draft of minutes of the previous meeting and materials for each meeting are forwarded to all Committee members on a timely basis, generally at least 10 days prior to the meeting date. Executive sessions shall be recorded by audio medium. Audio recordings of executive sessions shall be retained no less than 18 months after completion of the executive session, and may be destroyed only after the Committee has approved written minutes of the executive session and has approved destruction of the particular audio recording.

#### **SECTION 9: BOARD MEMBER CONCERNS**

At the end of each Committee meeting agenda, a block of time for Committee member concerns will be allocated.

## **SECTION 10: PUBLIC COMMENT**

The Committee is committed to hearing from and listening to interested parties. Public comment at meetings is subject to the following:

1. A public comment time shall be on the agenda.
2. Public comment shall be limited to issues pertaining to the Committee's business.
3. Any individual who would like to speak to the Committee members shall be recognized by the Chair and identify themselves.
5. Public comment may be limited at the discretion of the Chair to allow sufficient time to conduct the meeting agenda.

## **SECTION 11: EXECUTIVE SESSION**

The Committee may vote to adjourn into a closed executive session during a portion of an open meeting, only if the subject matter to be discussed falls under one of the exceptions contained in the Illinois Open Meetings Act, 5 ILCS 120. The procedure for adjourning into executive session, and the executive session itself, will be conducted in accordance with all requirements imposed by the Open Meetings Act. No final action may be taken during any executive session.