



## **Policy for Addressing the Illinois Medical District Commission**

The purpose of this policy is to establish guidelines for persons who desire to address the Illinois Medical District Commission (IMDC) as required by Section 2.06(g) of the Open Meetings Act (5 ILCS 120/1 *et seq.*).

1. A person seeking to address the IMDC shall file a request in writing with the IMDC.
  - A. The request must be submitted to the Executive Director no later than 3 calendar days prior to the date of the meeting at which appearance is requested.
  - B. The request must contain name, address and telephone number of the person who wishes to appear.
  - C. The request must clearly describe the matter to be discussed before the IMDC.
  - D. The request must include any materials to be presented to the IMDC.
2. Presentations shall be limited to issues of concern before the IMDC, and shall not contain comments of a personal nature directed towards individual Commissioners, IMDC employees or any other individual.
3. Persons appearing before the IMDC will each be allotted three (3) minutes for the purpose of making their public comments. It is the President's prerogative to extend the time allotted to any speaker given the other matters on the IMDC's agenda.
4. The IMDC, in its discretion, may accept written comments at its meetings.
5. Any person who does not comply with these guidelines will not be provided the opportunity to speak. Any person scheduled to address the IMDC who fails to abide by these guidelines while speaking to the IMDC may be escorted from the proceedings.

These guidelines are subject to change without notice.

Adopted July 26, 2011