

**RULES FOR PUBLIC COMMENTS AT STATE RECORDS COMMISSION MEETINGS**  
**(Approved May 16, 2012)**

The meetings of the Illinois State Records Commission are open to members of the public.

Members of the public have a right to speak at State Records Commission meetings.

Comments by members of the public are limited to five minutes but may be extended upon a vote of the commission. A speaker may not cede time to another speaker.

Members of the public may only speak during their allotted speaking time or if asked a question by a member of the commission.

The chairman of the commission will determine the order of the speakers.

The chairman of the commission will determine at what point during a meeting an individual from the public may speak. If that person wishes to speak on a particular item on the agenda the chairman must allow the person to speak on that matter before a vote is taken on that particular agenda item.

Public comments must pertain to an item on the State Records Commission agenda or to an issue that is relevant to the State Records Commission. The chairman retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the State Records Commission.

Members of the public may distribute written materials, including copies of their comments, to the members of the commission.

Written copies of comments pertaining to an agenda item from people who are not in attendance at the meeting will not be read aloud at the meeting. If these comments are received by commission staff before the commission meeting, they will be distributed to commission members before the meeting is called to order.

Members of the public may not bring in signs, banners or other display materials.

Individuals in need of interpreters or other special needs must contact the Chairman of the State Records Commission at least 24 hours before the meeting. Reasonable accommodations will be made free of charge.

The chairman retains the right to stop or remove any speaker who uses profanity, makes threats or is otherwise abusive or disruptive.

The commission reserves the right to override the above rules in case of emergency or other unforeseen circumstances.