**Section 3500.310 Meetings**

a) *The Commission meets a minimum of once every 6 months and may also meet more often at the call of the Chair. The Commission meets at such time and place as designated by the Chair, in accordance with the provisions of the Open Meetings Act. Notice of the meetings* is given on the Commission's website, www.Illinois.gov/ihrc, *in accordance with the provisions of the Open Meetings Act.* [775 ILCS 40/20(b)]

b) The Commission meets in an area provided by the Illinois Human Rights Commission or another State agency.

c) At the conclusion of the business portion of each Commission meeting that is open to the public pursuant to the Open Meetings Act, the Commission shall set aside a period of time for public comment. Any person desiring to address the Commission shall be allowed up to 3 minutes for comments or questions. Only one person may speak on behalf of any organization.

d) Because of time demands on the Commission, the total time for presentations by the public at any meeting shall be limited to 30 minutes unless a Commissioner moves for, and the Commission approves, a longer period. Any person wishing to address the Commission but unable or not allowed to do so may submit a written statement to the Commission.

e) The victim in each case has the *right to present his or her views and concerns throughout the Commission's investigation.* [775 ILCS 40/40(c)] This right includes both the right to present written materials to the Commission and its staff and the right to address the Commission at a public meeting. Because of time demands on the Commission, the total time for oral presentations by each victim at each meeting shall be limited to 5 minutes. The Commission will also permit an additional 3 minutes to each family member of the victim, up to a total time limit for the victim and family members in each case of 15 minutes, unless the Chair alters these limits.

f) At the conclusion of a formal inquiry, the next of kin of the convicted person shall be given the right to address the Commission at a public meeting prior to the Commission's decision. (The convicted person, either by letter or through counsel, shall be informed of this right.) Because of time demands on the Commission, the total time for an oral presentation by the next of kin of the convicted person shall be limited to three minutes, unless the Chair alters this limit.

g) Personal attacks, use of profane language, and social and/or ethnic slurs will not be tolerated. Speakers are strongly encouraged to refrain from rude, derogatory and abusive comments and personal attacks.

h) Speakers making rude, profane or slanderous remarks, or who become boisterous while addressing or while attending the meeting, may be requested to leave by the presiding Chair.

i) Any person may record by tape, film or other means the meetings of the Commission or its committees that are open to the public pursuant to the Open Meetings Act. However, if the recording process interferes with the overall decorum and proceeding of a meeting, the recording will be discontinued at the discretion of the presiding Chair.

(Source: Amended at 38 Ill. Reg. 18988, effective September 19, 2014)