**Section 5175.20 Appearance at ICCB Meetings**

a) Persons desiring to address the Board shall make a written request to the Executive Director at least five business days prior to the meeting, provided that, with respect to any emergency meeting, the person desiring to address the Board shall make a written request at least one business day prior to the date of the emergency meeting. Any request to address the Board must include the name, telephone number or e-mail contact information, and street address of the person requesting to address the Board. The request shall also include the name and street address of the college, organization or group to be represented by the person, if any, and a description of the topic to be presented.

b) The written notice requirement may be waived by the Chair.

c) The Chair (or other presiding officer) may impose appropriate time limits on presentations or public comments. The presiding officer's decision to limit a presentation or comment shall be based on criteria including, but not limited to, the total time available for the Board's deliberations, the number of persons seeking to appear before the Board, and the potential for redundancy in the comments being presented.

d) All presenters are encouraged to submit their presentations in writing.

(Source: Added at 42 Ill. Reg. 7764, effective April 23, 2018)