**Section 1.305 Petitioner's Rights to a Private Meeting**

A petitioner has the right to a private meeting or conference with representatives of the Department in regard to a petition on request. The Director shall determine which representatives of the Department shall attend such meeting. The person requesting the meeting may request but not require the attendance of any Department employee. A petitioner may invite other affected persons to participate fully in the meeting or conference without giving prior notice to the Department. Such meeting shall be conducted informally; however, the Department shall record the minutes of the meeting or conference stenographically or by such other means as to adequately insure the preservation of the minutes for the Department's administrative file.

(Source: Amended at 16 Ill. Reg. 15850, effective October 5, 1992)