**Section 206.40** **Public Participation**

a) Interested parties may submit written materials on any agenda matter in advance of the Board meeting. To allow for distribution to the Board members and staff, copies of all material must be submitted to the staff at least 7 calendar days prior to the meeting. Materials received after the deadline will not be accepted unless late submission is approved by the Executive Director.

b) Interested parties wishing to speak at a Board meeting on a specific agenda matter shall notify Board staff at least 7 calendar days prior to the meeting of their name, address and subject matter. Persons shall have the right to speak before the Board during the specific time specified within the agenda's order of business. Each speaker shall limit his/her discussion to his/her subject and shall keep his/her presentation to five minutes or less, unless extended by the Chairman.

(Source: Added at 36 Ill. Reg. 8963, effective June 1, 2012)