**Section 125.245 Appointment of Hearing Officer − Order of Closed Preliminary Hearing**

a) Complaints may be filed by Board members, Board staff, or private persons in accordance with Code Section 9-20.

b) In accordance with the time constraints stated in Code Section 9-21, the Director of the Division of Campaign Disclosure shall appoint a Hearing Officer, who shall be a licensed attorney or a Board employee of the classification Election Specialist III or higher, who possesses at least two years experience as an Election Specialist of any rating, and the Director of the Division of Campaign Disclosure shall enter an order directing a closed preliminary hearing be held on the complaint, designating the time and place of the hearing.

c) The Hearing Officer may be the Director of the Division of Campaign Disclosure or any person designated by the Director of the Division of Campaign Disclosure.

d) A copy of the order shall be served on the complainant, if different from the Board or its staff, and upon the respondent. The order shall have attached a copy of the complaint.

e) The order shall contain a recitation that the respondent may be represented by counsel at the closed preliminary hearing.

(Source: Amended at 42 Ill. Reg. 5004, effective February 28, 2018)