



Fiscal Year 2016

GUIDELINES FOR PUBLIC COMMENT

The Illinois Finance Authority (the “Authority”) welcomes public comment on any public matter relating to Authority business. Matters relating to personnel, bidding, contracts, claims and litigation will not be accepted. Please address written comments to:

Assistant Secretary of the Board
c/o Illinois Finance Authority
P.O. Box 641249
Chicago, IL 60664

OR

publiccomments@il-fa.com

Guests wishing to comment orally are invited to do so at any meeting covered under the provisions of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as supplemented and amended (the “Open Meetings Act”) or any public hearing held as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”). Visit www.il-fa.com for an up-to-date schedule of times and locations.

The following guidelines are established to help ensure an open and fair process:

1. **Time allotment:** Individual speakers are invited to speak for no longer than three minutes. We will make every effort to accommodate all who are interested in speaking. In order to accommodate those individuals wishing to speak when more people have signed-up to address the meeting or public hearing than can be heard, the Chairman, Executive Director or his designee may adjust the procedures at his/her discretion.
2. **Sign-up:** The Authority provides a sign-up sheet for all speakers, including name, contact information and the topic to be addressed. The sign-up sheet is made available at the meeting or public hearing location a reasonable amount of time before the public comment period.
3. **Pooling time:** Two or more speakers may pool their time and select a group representative to speak for no longer than five minutes. Those individuals intending to yield their time must be present at the meeting or public hearing when their names are called to confirm their willingness to do so. Individuals who speak for less than their allotted time may not yield their remaining time to another speaker.
4. **Written materials:** When speakers bring copies of written comments and materials to a Board of Directors Meeting or Committee Meeting, Authority staff will distribute those copies to all Board Members or Committee Members; if ample copies are not provided, distribution will be made as soon as may be practically accomplished. In the case of public hearings held as required by Section 147(f) of the Code, copies of written comments and materials need only be provided to the Executive Director or his designee.
5. **Record-keeping:** A list of everyone providing public comment in connection with any meeting covered under the provisions of the Open Meetings Act or any public hearing held as required by Section 147(f) of the Code will have their public comment kept on file with the Authority and made part of the proceeding’s minutes or transcript, respectively. To review public comments, if any, individuals should contact the Assistant Secretary of the Board. Approved minutes of each Board of Directors Meeting and Committee Meeting are posted at www.il-fa.com.