

Guidelines for public comment

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

Office of the Secretary
Illinois Finance Authority
Two Prudential Plaza
180 N. Stetson Ave, Ste 2555
Chicago, IL 60601

Those wishing to comment orally are invited to do so at any meeting of the Committee of the Whole, held on the second Tuesday of each month. See www.il-fa.com for an up-to-date schedule of meeting 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 up to 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 Committee than can be heard, the Chairman may adjust the procedures at his/her discretion.
- (2) **Sign-up:** IFA 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 location at least one hour before the public comment period.
- (3) **Pooling time:** Two or more speakers may pool their time to provide up to five minutes for a group representative. Those individuals intending to yield their time must be present at the meeting 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 written comments and materials for the Board, IFA will distribute to all Board members; if ample copies are not provided, distribution will be made as soon as may be practically accomplished. Please check www.il-fa.com for updated number of currently-seated Board members.
- (5) **Record-keeping:** Minutes of all meetings are posted at www.il-fa.com. A list of all speakers and copies of all written comments will be kept in the Office of the Secretary and will be made part of the permanent record of the Board proceedings. Individuals who wish to access the public comments should contact the Office of the Secretary.