



Fiscal Year 2012

GUIDELINES FOR PUBLIC COMMENT

The Illinois Finance Authority (the “IFA”) 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:

Brad R. Fletcher
Assistant Secretary of the Board
Illinois Finance Authority
180 North Stetson Avenue, Suite 2555
Chicago, Illinois 60601

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 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 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:** 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 or public hearing location within a reasonable amount of time 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 of written comments and materials to a Board of Directors Meeting or Committee Meeting, IFA 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 IFA 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 of the Whole Meeting are posted at www.il-fa.com.