**Section 6000.150 Accessibility of Board Meetings**

a) Persons desiring to address the Board on other than current agenda items shall submit a written request to the President at least ten calendar days prior to the Board meeting. The request shall include the name and address of the person wishing to speak, the name of the group represented, and a summary of the presentation.

b) The President and the Chairperson shall consult with respect to each request to address the Board. At least three calendar days before the meeting, the President shall indicate to each person properly submitting a request to address the Board whether the request will be granted or denied. If the request is granted, the form and duration of the presentation shall be subject to rulings of the Chairperson.

c) At the end of each Board meeting, a period of time will be set aside for public comment. Any individual desiring to address the Board will be allowed up to five minutes for comments or questions. Only one person may speak on behalf of an organization. Public comment would not be approved on disputed matters that are being addressed in internal university processes such as grievances, student judicial proceedings, pending bids, labor negotiations, etc.

d) Because of heavy demands on the Board of Trustees, the total time for presentations will be limited to 20 minutes less the Board moves for and approves a longer period. Persons wishing to address the Board, but are unable to do so, may submit a written statement to the Board.

e) Any person may record by tape, film, or other means, the meetings of the Board or its committees required to be open by Illinois law, provided that if the recording process interferes with the overall decorum and proceeding of a meeting, such recording will be discontinued at the request of the Chairperson or other presiding officer.

f) A report of the proceedings of the Board is published for each fiscal year in sufficient number for distribution to interested parties.

(Source: Amended at 26 Ill. Reg. 18235, effective December 13, 2002)