**Section 100.180 Procedure Before Commission on Citations**

a) The Commission shall have the right to proceed by citation and notice of hearing to require any licensee of the Commission to appear at a time and place specified in the notice to show cause why its State liquor license should not be suspended or revoked or a fine imposed for violations of the Illinois Liquor Control Act or this Part.

This Commission shall also have the right to proceed by citation and notice of hearing against a licensee for failure to respond to any Commission correspondence. This correspondence shall include but is not limited to any Violation Discharge Letters, Offers in Compromise, and Pre-Disciplinary Conferences.

b) All such original proceedings shall be instituted by complaint in writing, shall state the particular provision, rule or regulation alleged to have been violated and the facts in detail upon which such allegation is based and shall be signed by the Chairman or any member of the Commission.

c) The licensee against whom a complaint has been filed shall be entitled to be served with a copy of the complaint or citation and shall be given notice of the time and place set for the hearing of the complaint.

d) A citation and notice of hearing shall be served on the licensee named in the citation not less than 10 days prior to the date specified in the notice of hearing.

e) The licensee named in the citation and notice of hearing shall appear at the time and place designated in the citation and notice of hearing.

(Source: Amended at 23 Ill. Reg. 3787, effective March 15, 1999)