**Section 4180.450 Public Meeting**

a) The State agency shall give notice of a public meeting at least thirty (30) calendar days before the date of the public meeting. Notice shall be placed in a newspaper of general circulation in the area in which the proposed undertaking is to occur. The notice shall include the following information:

1) The date, time, and place of the public meeting;

2) The purpose of the public meeting;

3) A description of the undertaking;

4) A description of the resources involved; and

5) The procedure for offering written or oral testimony.

b) The State agency shall designate an officer to conduct the public meeting and shall be responsible for recording the proceedings and providing a written transcript which shall be delivered to the Director within seven (7) calendar days after the public meeting. The written transcript shall also be made available to the public by the State agency in accordance with the Freedom of Information Act (5 ILCS 140). The Director or his designee shall attend the public meeting. If the Director and the State agency agree that the purposes of the Act will be served, the agency may include consideration of historic resources within their existing public hearing procedures.