**Section 100.100 Conduct of Hearings**

a) Upon a request for hearing, the Board shall designate a time and a place for a hearing. The Board shall give notice of the hearing to all parties not less than 20 days prior to the date of hearing, unless that time is waived by the parties. Notice shall be given *personally or by certified or registered mail.* The notice shall include:

1) *A statement of the time, place and nature of the hearing;*

2) *A statement of the legal authority and jurisdiction under which the hearing is to be held;*

3) *A reference to the particular Sections of the statutes and rules involved; and*

4) *A short and plain statement of the matters asserted.*

b) Appearances –

1) A local government may be represented by any official representative, or person licensed to practice law in the State of Illinois.

2) State agencies may be represented by any official representative, *or person licensed to practice law in the State of Illinois.*

3) Intervenors may not be represented by anyone other than a person licensed to practice law in the State of Illinois.

c) Only representatives of a party and Board members may call, examine or cross-examine witnesses. Others may participate as witnesses at the request of a party or any member of the Board.

d) The Chairman of the Board or his designee shall administer oaths; rule on the admissability of evidence; and otherwise serve as a presiding officer during the conduct of a hearing.

e) Hearings shall be conducted in compliance with the Open Meetings Act. (Ill. Rev. Stat. 1981, ch. 102, pars. 41 et seq.)