**Section 2950.90 Meetings of the Task Group**

a) Meetings of the Task Group shall be called by the Chairman. Meetings shall be scheduled as far in advance as practicable. All meetings shall be scheduled in accordance with the provisions of the Open Meetings Act. [5 ILCS 120]

b) If a change is made in meeting dates, at least 10 days notice of such change shall be given by publication in a newspaper of general circulation, with notice of such change posted at the meeting site and supplied to those media that have requested annual information.

c) Public notice of all meetings or reconvened meetings, shall be given at least 24 hours before such meetings, except that public notice of reconvened meetings does not apply to any case where the meeting is to be reconvened within 24 hours, nor to any case where announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

d) Robert's Rules of Order shall govern the conduct of all meetings of the Task Group.

e) The Chairman or his designee shall be responsible for all records, reports and files of the Task Group.

f) The Chairman or his designee shall state at the beginning of the public meeting/hearing the manner in which the meeting/hearing will be conducted. The members of the Task Group shall be permitted to question anyone who testifies at the meeting. The Chairman may set time limits on submission of oral testimony and may request interested persons to register as a proponent or opponent and to testify in that order, so that persons representing a particular stand on the issues can present their comments sequentially, in order to make consideration of the issues easier. The Chairman may vary the order in which persons will testify for the convenience of witnesses who have time constraints.

(Source: Section 2950.90 renumbered from Section 2950.50 and amended at 18 Ill. Reg. 8684, effective May 25, 1994)