**Section 1130.250 HFSRB Meetings**

a) General Guidelines

1) This Section pertains to formal HFSRB meetings and does not apply to other HFSRB-sponsored meetings, including public hearings or rules development meetings.

2) HFSRB meetings can be held anywhere throughout Illinois, as determined by the HFSRB Chair or a majority of HFSRB members.

3) Special HFSRB meetings that are not previously scheduled and are publically known can be held only if the HFSRB Chair or a majority of HFSRB members determines that a special HFSRB meeting should be scheduled.

4) All HFSRB meetings shall comply with the Open Meetings Act and be conducted using Roberts Rules of Order.

5) Only permit or exemption applicants and their staff, attorneys or consultants can testify at an HFSRB meeting during the time that their application is being considered by the Board. Other individuals attempting to be heard at an HFSRB meeting outside the public participation period will be declared out of order.

6) All HFSRB meetings will be conducted as efficiently as possible.

Extraneous or irrelevant discussions occurring during an HFSRB meeting will be avoided. The HFSRB Chair or a majority of Board members can designate time limits on any or all of HFSRB meeting agenda items.

7) Applicants and their representatives are able to respond to all questions and statements made by Board members at the time of Board consideration of the applicant's project. The entire proceedings of every HFSRB meeting are transcribed by a court reporter and this transcript will serve as the administrative record of the HFSRB meeting.

b) Validity of Comments

1) Written comments filed with HFSRB or oral statements made under oath to HFSRB under any HFSRB matter that are subsequently found to be false or inaccurate will serve as a basis for an HFSRB investigation of the matter.

2) HFSRB may require the person who made the false or inaccurate comments or statements to appear before the Board. HFSRB may censure that person. Further, HFSRB may determine that person to be ineligible to provide written comments or oral statements concerning any future Board considerations.

c) Presentation of New Information

1) HFSRB will not accept any new information presented by applicants or any of their representatives concerning an application during the HFSRB meeting at which the application is being considered by the Board.

2) Submission of new information is acceptable under the following conditions:

A) An application is deferred by the applicant or HFSRB (see Section 1130.650).

B) An application receives an Intent to Deny following HFSRB consideration and action (see Section 1130.670).

C) An applicant is responding to statements made during the public participation period of the HFSRB meeting at which the applicant's project is being considered.

3) Any new information that is pertinent to an application and allowable shall be submitted in writing to HFSRB staff within the allowable time frames established in this Part (see Sections 1130.650 and 1130.670).

4) Applicants shall submit allowable new information to HFSRB in writing, on 8½" by 11" paper.

5) Applicants shall only submit new information by a recognized overnight carrier or personal delivery service.

6) New information submitted by email or fax will not be accepted.

(Source: Amended at 40 Ill. Reg. 14647, effective October 14, 2016)