**Section 1001.730 Motor Vehicle Review Board Meetings**

a) Annual Meetings

The annual meeting of the Board shall be held at a Secretary of State office or facility in Chicago or Springfield as determined by the Board Chairperson. In addition to those responsibilities set forth in the Act, the following shall be accomplished at the annual meeting, but not limited thereto:

1) Formally adopt this Subpart G as its regulations for the holding and conducting of hearings concerning all matters within its powers;

2) Determine the duties and responsibilities of the members, if necessary;

3) Adopt a tentative schedule of regular meetings for the year;

4) Identify issues to be addressed by the Secretary to help implement the Act, including a review of the current administrative rules and any suggested amendments thereto;

5) Determine if there are any suggested legislative changes to the Act for written submission to the Secretary.

b) Regular Meetings

1) The Board shall hold meetings throughout the year, at least quarterly, for the following purposes, but not limited thereto:

A) Reviewing notices of protest filed and determining the Hearing Officer and Member to be assigned;

B) Reviewing recommendations from hearing officers and exceptions and briefs filed by the parties;

C) Issuing of final orders; and

D) Identifying issues that should be addressed at the next annual meeting.

2) The regular meetings may be held in person, or by other electronic means at the discretion of the Board Chairperson, in compliance with 5 ILCS 120/2.01 and 5 ILCS 120/7, and shall originate at an office or a facility of the Secretary in either Chicago or Springfield. Information regarding meeting schedules and agendas can be found here: https://www.ilsos.gov/departments/administrative\_hearings/mvrb.html.

c) Public Comment

Any person shall be permitted an opportunity to address the Board regarding only the items on the meeting agenda.

1) At the start of each meeting, the Board Chairperson shall ask if any person wishes to address the Board during the public comment period. At that time, any person wishing to address the Board subject to the Open Meetings Act [5 ILCS 120/2.06], must state their name and the agenda item they wish to address publicly in a short statement.

2) The Board Chairperson shall allow each person an amount of time, up to three minutes, to address the Board. Should comments be made relating to topics not on the agenda, those statements shall be stricken from the record and that person shall yield the floor immediately. Should the person utilize more time than allowed, the Board Chairperson may move to strike that person's comments from the record. If a new agenda item is placed on the agenda during a meeting, additional time for public comment will be granted for that new item.

3) A person may request additional time to address the Board at the conclusion of their allotted time. The Board shall then vote whether to extend the person's allotted time to speak in five-minute increments, or if the Board shall proceed to the existing agenda.

4) Without explicit motion made and passed by the Board for extension of time for public comment, the public comment period shall not exceed 15 minutes.

5) Should no persons indicate a desire to address the Board during the public comment period of the meeting, the Board Chairperson shall declare the public comment period as closed and the Board shall proceed, uninterrupted, to the agenda.

(Source: Amended at 49 Ill. Reg. 1323, effective January 15, 2025)