

Resolution Number 2011-05

Resolution Adopting the Public Comment Guidelines
of the Illinois Health Information Exchange Authority

BE IT RESOLVED BY THE ILLINOIS HEALTH INFORMATION EXCHANGE
AUTHORITY, AS FOLLOWS:

Section 1. Authority. This resolution is adopted pursuant to Section 15(e) of the Illinois Health Information Exchange and Technology Act, 20 Illinois Compiled Statutes 3860/1 et seq. (the "Act").

Section 2. Adoption of Public Comment Guidelines. The following Public Comment Guidelines are adopted:

Guidelines for public comment

The Illinois Health Information Exchange Authority welcomes public comment on any public matter relating to ILHIE business. Matters relating to personnel, bidding, contracts, claims and litigation will not be accepted. Please address written comments to:

Office of the Secretary
Illinois Health Information Exchange Authority
c/o OHIT
100 W. Randolph, 2-201
Chicago, IL 60601

Those wishing to comment orally are invited to do so at any meeting of the Board or of its committees. See www.hie.illinois.gov for an up-to-date schedule of meeting times and locations.

The following guidelines are established to help ensure an open and fair process.

- (1) **Time allotment:** Individual speakers are invited to speak for up to three minutes. We will make every effort to accommodate all who are interested in speaking. In order to accommodate those individuals wishing to speak when more people have signed up to address the Committee than can be heard, the Chair may adjust the procedures at his/her discretion.
- (2) **Sign-up:** ILHIE provides a sign-up sheet for all speakers, including name, contact information and the topic to be addressed. The sign-up sheet is made available at the meeting location at least one hour before the public comment period.
- (3) **Pooling time:** Two or more speakers may pool their time to provide up to five minutes for a group representative. Those individuals intending to yield their time must be present at the meeting when their names are called to confirm their willingness to do so. Individuals who speak for less than their allotted time may not yield their remaining time to another speaker.
- (4) **Written materials:** When speakers bring copies written comments and materials for the Board, ILHIE will distribute to all Board members; if ample copies are not provided, distribution will be made as soon as may be practically accomplished. Please check www.hie.illinois.gov for updated number of currently-seated Board members.

(5) **Record-keeping:** Minutes of all meetings are posted at www.hie.illinois.gov. A list of all speakers and copies of all written comments will be kept in the Office of the Secretary and will be made part of the permanent record of the Board proceedings. Individuals who wish to access the public comments should contact the Office of the Secretary.

Section 3. Enactment. This resolution shall take effect immediately. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Adopted this 27th day of April, 2011, by a majority vote of the appointed members as follows:

Ayes:	8
Nays:	0
Abstain:	0
Absent:	0
Vacancies:	1

Mark A. Chudzinski
Acting Secretary