



## **Policy Governing Use of Recording Devices during IMDC Meetings**

A. For purposes of this policy, the terms herein shall be defined as follows:

“Recording Device” shall mean any device, whether affixed to a tripod or handheld, which records video images and/or audio sounds, regardless of format, including, but not limited to, video cameras, digital cameras, mobile and smart phones, computer tablets (IPAD, TouchPAD), and/or any other similar technology.

“Open Meeting” shall mean any meeting held by the Illinois Medical District Commission (“IMDC”) open to the public pursuant to the Open Meetings Act, 5 ILCS 120/1, *et seq.*

B. The following rules shall apply uniformly to both members of the public as well as credentialed members of the media for all IMDC open meetings:

1. Any video recording device utilized must be quiet so as to not interfere with the proceedings and the public’s ability to see or hear the proceedings.
2. All recording devices must be set-up prior to the commencement of the meeting and may not be removed until the proceeding has concluded unless the recording device is handheld and can easily be removed without disrupting the proceedings.
3. Handheld recording devices may be used from an individual’s seat. Recording devices which are affixed to a tripod and have related equipment, such as power cords, microphones, may only be placed and/or operated in the designated area(s) assigned by the IMDC. For any such recording device, arrangements should be made with the IMDC at least 48 hours prior to the meeting to ensure the availability of space for such recording devices and/or equipment.
4. Recording devices and/or related equipment are not permitted in any exit pathways, aisles, including entrances and exits.
5. The IMDC will not provide any equipment needed for use of a recording device. Access to electrical power may be made available, in the sole discretion of the IMDC, provided that any and all such use comports with the rules established herein. Under no circumstances will the proceedings be delayed or interrupted to address a recording device failure or any other problem associated with such devices.
6. Use of the recording shall be for public service purposes only. Any recording made and/or re-played may not be edited, altered or in any way changed and must be played unaltered.
7. No recording devices of any kind will be allowed during executive sessions.

These guidelines are subject to change without notice.

Adopted July 26, 2011



### **Policy for Addressing the Illinois Medical District Commission**

The purpose of this policy is to establish guidelines for persons who desire to address the Illinois Medical District Commission (IMDC) as required by Section 2.06(g) of the Open Meetings Act (5 ILCS 120/1 *et seq.*).

1. A person seeking to address the IMDC shall file a request in writing with the IMDC.
  - a) The request must be submitted to the Executive Director no later than 3 calendar days prior to the date of the meeting at which appearance is requested.
  - b) The request must contain name, address and telephone number of the person who wishes to appear.
  - c) The request must clearly describe the matter to be discussed before the IMDC.
  - d) The request must include any materials to be presented to the IMDC.
2. Presentations shall be limited to issues of concern before the IMDC, and shall not contain comments of a personal nature directed towards individual Commissioners, IMDC employees or any other individual.
3. Persons appearing before the IMDC will each be allotted three (3) minutes for the purpose of making their public comments. It is the President's prerogative to extend the time allotted to any speaker given the other matters on the IMDC's agenda.
4. The IMDC, in its discretion, may accept written comments at its meetings.
5. Any person who does not comply with these guidelines will not be provided the opportunity to speak. Any person scheduled to address the IMDC who fails to abide by these guidelines while speaking to the IMDC may be escorted from the proceedings.

These guidelines are subject to change without notice.

Adopted July 26, 2011