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# Your hands carry germs you can't see.

- How:**
1. Wet your hands with clean water.
  2. Soap them up.
  3. Scrub them front and back, between your fingers, and under your nails.
  4. Scrub for 20 seconds.
  5. Rinse with clean water.
  6. Dry hands with a clean towel or by air drying.
  7. Repeat often.
- When:**
- After using the bathroom
  - Before eating or cooking
  - After touching your nose
  - After coughing or sneezing
  - After touching animals
  - Before and after visiting someone who is sick
  - Any time your hands are dirty

You can stop them from spreading. Wash your hands!









limited to a mandamus order to open a meeting, an injunction against future violations, or declaring null and void any final action taken at a closed meeting. Courts are authorized to declare null and void any final actions taken at a closed meeting in violation of the Act, 5 ILCS 120/3(c), such actions are not necessarily void. People ex rel. Graf v. Village of Lake Bluff, 321 Ill. App. 3d 897, 907, 748 N.E.2d 801, 811, 255 Ill. Dec. 97, 107 (2d Dist. 2001), rev'd on other grounds, 206 Ill. 2d 541, 795 N.E.2d 281, 276 Ill. Dec. 928 (2003). Relief under the Act is discretionary, see id., and minimal violations have been held not to support nullification of actions taken at such meetings. See Graf. Compare a. Open the meeting Compare Compare c. Order future meetings open Compare 5. Pleading format These are governed by Section 3(c) of the Act. The court may grant appropriate relief, including but not limited to a mandamus order to open a meeting, an injunction against future violations, or declaring null and void any final action taken at a closed meeting. Although courts are authorized to declare null and void any final actions taken at a closed meeting in violation of the Act, 5 ILCS 120/3(c), such actions are not necessarily void. People ex rel. Graf v. Village of Lake Bluff, 321 Ill. App. 3d 897, 907, 748 N.E.2d 801, 811, 255 Ill. Dec. 97, 107 (2d Dist. 2001), rev'd on other grounds, 206 Ill. 2d 541, 795 N.E.2d 281, 276 Ill. Dec. 928 (2003). Relief under the Act is discretionary, see id., and minimal violations have been held not to support nullification of actions taken at such meetings. See Graf. Compare 6. Time limit for filing suit An action must be brought 60 days before or after the meeting alleged to be in violation. See 5 ILCS 120/3(a). If facts concerning the meeting are not discovered within the 60-day period, then the State's Attorney must bring an action within 60 days of the discovery of a violation. Id. Compare 7. What court? The action may be brought in the circuit court for the judicial circuit in which the alleged violation occurred (or is about to occur), or in which the affected public body has its principal office. See 5 ILCS 120/3(a). Compare 8. Judicial remedies available The court may grant relief in the form of ordering a meeting to be opened to the public, and/or granting an injunction against future violations of the Act. It may order the public body to make available to the public that portion of the minutes of the meeting that are not authorized to be kept confidential. The court also has the option of declaring null and void any final action taken at a meeting held in violation of the Act. See 5 ILCS 120/3(c). However, relief under the Act is completely discretionary. See 5 ILCS 120/3(c); People ex rel. Graf v. Village of Lake Bluff, 321 Ill. App. 3d 897, 908, 748 N.E.2d 801, 811, 255 Ill. Dec. 97, 107 (2d Dist. 2001), rev'd on other grounds, 206 Ill. 2d 541, 795 N.E.2d 281, 276 Ill. Dec. 928 (2003). Compare 9. Availability of court costs and attorney's fees The court may assess against any party, except a state's attorney, reasonable attorney fees and other litigation costs incurred by any party who substantially prevails in an action brought in accordance with the Act. Costs may be assessed against a private party or parties bringing an action pursuant to this section only if the court determines that the action was malicious or frivolous. See 5 ILCS 120/3(d). Factors to assess attorney's fees include: (1) the skill and standing of the attorney; (2) the nature of the case; (3) the novelty or difficulty of the issues and work involved; (4) the importance of the matter; (5) the degree of responsibility required; (6) the usual and customary charges for comparable services; (7) the benefit to the client; and (8) whether there was a reasonable connection between the fees charged and the amount involved in the litigation. Kaiser v. MEPC American Properties, Inc., 164 Ill. App. 3d 978, 984, 518 N.E.2d 424, 428 (1987). Compare 10. Fines The Illinois Open Meetings Act provides for civil remedies as well as criminal penalties for violations or impending violations of the Act. If a complaint has been filed by the State's Attorney, the court may impose penalties. Violation of the Illinois Open Meetings Act is a Class C misdemeanor, which is punishable by a fine of not more than \$1,500 or by imprisonment for not more than 30 days, or both. 5 ILCS 120/4; see 730 ILCS 5/5-4.5-65, 5/5-9-1. Compare 11. Other penalties Compare D. Appealing initial court decisions Compare 1. Appeal routes A circuit court's order can be appealed to the Illinois Appellate Court. After the issuance of a binding opinion of the Public Access Counselor, either party may seek administrative review subject to § 7.5 of the Open Meetings Act. See 5 ILCS 120/3.5(e). An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook or Sangamon County. An advisory opinion issued to a public body is not considered a final decision of the Attorney General for purposes of Section 7.5 of the Act. See 5 ILCS 120/7.5. A binding opinion, however, issued by the Attorney General, is considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law (735 ILCS 5/Art. III). Id. Note. The decision not to issue a binding opinion shall not be reviewable. See 5 ILCS 120/3.5(e). The Public Access Counselor may resolve a dispute through mediation. Id. Compare 2. Time limits for filing appeals The losing party has 30 days from the day the circuit court's order is entered to appeal the decision. See Ill. S. Ct. Rule 303(a). Compare The appellant might consider notifying the Illinois Press Association, which might be interested in appearing as amicus curiae. The Reporters Committee enters amicus briefs in important press cases before a state's highest court. Compare Compare A. Is there a right to participate in public meetings? The Illinois Act does not specifically provide a right to participate in a public meeting. See People ex rel. Graf v. Village of Lake Bluff, 321 Ill. App. 3d 897, 907, 748 N.E.2d 801, 811, 255 Ill. Dec. 97, 107 (2d Dist. 2001), rev'd on other grounds, 206 Ill. 2d 541, 795 N.E.2d 281, 276 Ill. Dec. 928 (2003). The Act does, however, require "any person . . . an opportunity to address public officials under the rules established and recorded by the public body." 5 ILCS 120/2(g) (emphasis added). In addition, the Act requires that public meetings be held at specified times and places which are convenient and open to the public. 5 ILCS 120/2.01. The Act may be violated by holding public meetings at inconvenient times and places. Id.; see also Gerwin v. Livingston County Board, 345 Ill. App. 3d 352, 802 N.E.2d 410, 280 Ill. Dec. 485 (4th Dist. 2003). Convenience is determined by what is reasonable: It would be unreasonable to hold meetings in a small room because those wishing to attend would have difficulty gaining admittance, while it would also be unreasonable to require a public body to hold its meetings in a football stadium to accommodate all those who wish to attend. Id. at 362. Further, a meeting place may be inconvenient under the Act even though it is the public body's typical meeting location. Id. Many public bodies provide regulations governing public comment periods, or limiting the number of speakers on a particular issue. However, a public body cannot prohibit a person from commenting on the basis that they are not a city resident. Public Access Opinion 19-009 (available at [Public Access Opinion 19-009](#)). Compare Many public bodies limit the number of speakers on an issue, or limit each speaker to 5 or 10 minutes. Compare C. Can a public body limit comment? Many public bodies limit the number of speakers on an issue, or limit each speaker to 5 or 10 minutes. Compare Review and comply with the rules of the public body, or simply ask to speak during the public comment period. Compare Disruptive behavior may result in expulsion from a meeting, or even arrest, depending on the precise nature of the behavior. Compare Appendix Compare

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