



# Chicago Park District

## Legislation Text

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### REVISED CHICAGO PARK DISTRICT PUBLIC PARTICIPATION RULES

**WHEREAS**, commencing July 8, 2015, the Board of Commissioners (the “Board”) of the Chicago Park District (the “District”) will accept public comments at all meetings of the Board and its Committees that are subject to the Open Meetings Act (5 ILCS 120/1 et seq.); and

**WHEREAS**, members of the public will be afforded an opportunity, subject to reasonable restraint, to provide public comments during each meeting of the Board which is open to the public; and

**WHEREAS**, the Board desires to adopt procedures and guidelines that apply to public comments at meetings of the Board in order to conduct the business and affairs of the District in an orderly, efficient manner.

**NOW, THEREFORE**, Be it resolved by the Board of Commissioners of the Chicago Park District as follows:

**1. Date and Time.** A public comment period will be held during each Board Meeting. Regularly scheduled meetings of the Board are held at 3:30 p.m. on the second Wednesday of each month in the Eighth Floor Board Room at 541 N. Fairbanks Court, Chicago, Illinois 60611. Three board meetings each year are held at neighborhood parks. Meeting dates of the Board are subject to change and posted in accordance with the Open Meetings Act.

**2. Registration Requirements.** Persons who wish to address the Board during the public comment period must complete a registration form which includes the speaker’s name, contact information, any relevant title or park affiliation. Registrations must be submitted to the Secretary of the Board of Commissioners or her designee by email, by telephone or by in-person request. Email submissions must be sent to [signuptospeak@chicagoparkdistrict.com](mailto:signuptospeak@chicagoparkdistrict.com) <<mailto:signuptospeak@chicagoparkdistrict.com>>. Telephone submissions may be called in to (312) 742-4299. In person registrations will take place the Tuesday before the meeting from 1:00 pm to 4:00 pm at 541 N. Fairbanks Court, 3rd Floor, Chicago, Illinois 60611. Registrations must be received by the Secretary no later than 4:00 PM on the day prior to the board meeting. The request must set out clearly the nature of the subject matter to be presented and must relate to matters within the authority of the Board of Commissioners. The Board reserves the right to make additional methods of registration available from time to time.

**3. Presentations.** Public comments shall not contain remarks of a personal nature directed toward a member of the Board, employees of the District or any other individual. The Board will not hear presentations on the following topics: vendors seeking to sell goods or services to the District; litigation involving the District; proposals or bids or contracts or professional services agreements with the District during the past 12 months or grievances of employees, contractors, consultants or other entities doing business with the District. The President of the Board is granted broad discretion to limit the remarks of any speaker who fails to follow the requirements of this Resolution.

**4. Public Comment Procedure.** Persons wishing to make public comment on issues before the

Board shall abide by the following procedural rules:

- Registration must be made by the individual who will make the presentation. Representatives may not sign up another speaker via proxy.
- Hand-held posters are not allowed in the Board meetings. Speakers may submit pictures or posters to the Board Secretary for viewing by the Board members.
- It is the Board President's prerogative to limit the discussion of any speaker to allow for broad and diverse public participation.
- Speakers will have two (2) minutes each to present their remarks. Speakers may not cede their time to another person.
- Speakers will be limited to speak once during one Board meeting.
- Groups must select a maximum of two (2) representatives from those who have signed up to speak on their behalf.
- The Board Secretary may group speakers according to topic.
- After all subjects have been heard, the Board members may discuss any or all of the issues presented.

**5. Record Keeping.** The minutes of each Board Meeting will include the name of any speaker that addresses the body and the nature of the comment. Copies of all written comments will be kept in the office of the Secretary of the Board of Commissioners and will be made a part of the Board proceedings.

**6. Implementation.** The General Superintendent and CEO is authorized and directed to implement the provisions of this Resolution.

**7. These changes are effective immediately upon adoption.**