

MACOMB PARK DISTRICT

POLICY STATEMENT #4

PUBLIC'S RIGHT TO ADDRESS THE BOARD OF COMMISSIONERS

IT SHALL BE THE POLICY of the Macomb Park District Board of Commissioners (hereafter Board) that pursuant to the Illinois Open Meetings Act as amended (5 IL ILCS 120/2.06g), members of the public may address the Board in accordance with the rules and procedures herein established.

1. The agenda for all Board meetings will include Public Addresses and Comments (hereafter PAC) as the first business item following Approval of Agenda and Approval of Minutes. The purpose of PAC is to enhance communication with the public by providing regular opportunities for members of the public to address the Board.
  - A. Regularly scheduled Board meetings: Members of the public may address the Board during open session on matters of concern to the public and germane to the authority of the Board.
  - B. Special Board meetings: Members of the public may address the Board during open session on matters directly related to the agenda before the Board at that meeting and germane to the authority of the Board.
2. Members of the public wishing to address the Board must sign in with the Secretary of the Board (hereafter Secretary) no later than five minutes prior to the scheduled start of a Board meeting (e.g., no later than 5:55 for a 6:00 meeting).
  - A. The secretary will have members of the public provide their signatures and printed full names on a form provided for this purpose at each meeting. This form will become part of the record for each Board meeting.
  - B. Once the sign-in deadline has passed, the Secretary will sign and date the form, then pass it to the Presiding Officer.
3. Following Approval of Agenda and Approval of Minutes, the Presiding Officer will announce whether any member of the public have signed in to address the Board.
  - A. If members of the public have signed in, the Presiding Officer will proceed according to section 4 of this Policy Statement.
  - B. If no members of the public have signed in, the Presiding Officer will call the next agenda item.

4. If members of the public have signed in to address the Board, the Presiding Office will:

A. Begin the PAC period by reminding those present of these rules:

- (1) Members of the public who have signed in will remain seated until their names are called.
- (2) Names will be called in the order they appear on the sign-in form. No changes will be made in this order.
- (3) Members of the public may choose not to speak when called to the podium, in which case they shall be deemed to have waived their right of address for that Board meeting.
- (4) Members of the public must state their names as a matter of public record before beginning their comments.
- (5) Each member of the public who has signed in will have three minutes during which to make her/his comments to the Board.
- (6) Members of the public should direct their comments to the Board, who are elected public officials, and not to Park District administration or employees present at the meeting.
- (7) Members of the public should focus their comments as specifically as possible, provide details supporting information when appropriate, and restrict themselves to matters that fall within the Board's legal authority.

B. Call the first member of the public to the podium, proceeding through the sign-in list until everyone who signed in has spoken or waived her/his right to do so.

C. Declare the PAC period closed and call the next agenda item.

5. To facilitate the orderly and efficient transaction of business, these additional rules are established.

A. During the PAC period, a speaker's time limit may be extended:

- (1) Briefly at the discretion of the Presiding Officer or at a Commissioner's request to allow the speaker fair opportunity to conclude her/his remarks..
- (2) By a specific but limited number of minutes so the speaker may present detailed information necessary to express her/his concern adequately, such an extension requiring Board consent or voice

vote at the request of the speaker, Presiding Officer, or a Commissioner.

- (3) In considering whether to grant a time limit extension the Presiding Officer and other Commissioners should be mindful of fairness to all speakers, the number of people signed in to speak, and other business on the agenda for that meeting.
  - B. The purpose of the PAC period is to enhance communication, not to make decisions or take final action. The Board will take each speaker's concerns under consideration for possible future response or action. To this end, speakers may be requested to supply written statements, questions, and/or supporting documentation to the Board.
  - C. The Board and/or individual Commissioners are not obligated to provide immediate responses to speakers. Commissioners may ask questions to clarify a speaker's meanings, but should refrain from engaging speakers in debate and reserve their responses for a more appropriate time.
  - D. Members of the public should conform to the same standards of civility and businesslike conduct that are expected of members of the Board. These standards include refraining from inflammatory, derogatory, abusive, or profane statements and avoiding personal attacks. The Presiding Officer has the authority to enforce the standards.
6. The Public Addresses and Comments period shall not be used by members of the press or members of other government entities except when they clearly do so as individual citizens and not in their professional or official capacities.
  7. Copies of this Policy Statement will be available at the Macomb Park District's administrative offices during regular business hours.