

Foss Park District
1730 Lewis Avenue
North Chicago, Illinois 60064

Policy # 001

Public Comment and Participation Policy

Adopted September 9th, 2015

Purpose:

The functions of the Board of Commissioners of the Foss Park District are to establish park district policies, to approve and monitor the annual budget, to determine the park district's service program, and to hire and employ the Executive Director. Board meetings are held pursuant to the Open Meetings Act. The Board welcomes members of the public and establishes the following guidelines for public participation for all Board and Committee Meetings.

1. Attendance by members of the public

Each person attending a Board Meeting is requested (but not required) to write his or her name and address on the sign-in sheet at the door. All Board meetings minutes are recorded, and are then uploaded to the Foss Park District website. Anyone who attends a Board meeting may appear in the minutes and or recordings of that meeting.

2. Guidelines for public comment

The Board allows time for public comment during most meetings. To ensure that public comment is heard and that the Board is able to conduct Board business in a timely manner, the Board asks that all visitors be aware of the following:

- All speakers are asked to identify themselves at the beginning of their comments so that the participation of all who speak at the meeting can be part of the official record.
- The timekeeper shall be the Board Secretary or the Chair shall designate someone to be the timekeeper
- Speakers may provide written copies of their concern to the Board
- Speakers will be limited to three minutes per person wishing to make a public comment.
- Speakers are asked to strictly adhere to time allocated. A member of the park district staff will be designated as the timekeeper
- All public comments must be given in person. No telephone, video conferencing or other electronic means will be accommodate
- Abusive, profane, harassing and/or repetitive comments and language and/or personal attacks will not be permitted and shall promptly be ruled out of order by the Chair
- The Board vests in the Chair, the authority to terminate the remarks of speakers who fail to adhere to the above rules

3. Guidelines for public recording

a. Recording

Any person may record an open meeting by video, audio, photographic, or other means. Recording of meetings shall not distract or disturb Commissioners, other meeting participants, or members of the public and shall not interfere with the conducting of an orderly meeting. The Board of Commissioners may designate a location for the placement of recording equipment.

b. Accommodations

Foss Park District is not obligated to provide special accommodations for recording, such as lighting, a designated space for microphones or recording equipment, and access to electrical power.

c. Circumstances When Recording Is Not Allowed

In the following situations, recording by a member of the public will be prohibited or terminated:

- If the recording process is disruptive to the meeting; or
- If a meeting is closed to the public.

4. Response from Board or Committee

- a. A Commissioner may, but will generally not, respond to comments from speakers. The Chair may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.

PUBLIC COMMENT SIGN IN SHEET
Foss Park District
Board of Commissioners and Committees

Each speaker is limited to three (3) minutes to address the Board of Commissioners and Committees. Please be advised that citizens not utilizing their full three (3) minutes may not "donate, lend their time to another speaker.

Speakers with comments related to a specific agenda item will be called first (at the direction of the Chair). Further, the Board and Committee request that the Speaker limit their comments to the Business of the Board and the Committee and that the speaker follows the Board's policy governing Public Comment and Participation.

Regular Meeting: []

Committee Meeting: []

Meeting Date: _____

Committee: _____

Print information below

	Full Name	Agenda Item for Discussion	Non-Agenda Items
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