

CRETE PARK DISTRICT

RULES FOR PUBLIC COMMENT AND RECORDING BOARD MEETINGS

PUBLIC COMMENT

- A. The Park District Code permits members of the public and employees of the district to comment to or ask questions of the Board at each regular and special meeting which is open to the public, subject to reasonable constraints.
- B. At the start of the public comment period the Park District Executive Director, Recording Secretary, or acting Chairperson will advise the public:
 - 1. The amount of time permitted for public comment.
 - 2. That all speakers shall state their names and whether they are a resident or represent a Park District business before addressing the Park District Board.
 - 3. To avoid repetitive comments, testimony, and general questions unrelated to Park District business.
 - 4. That the public comment portion of the meeting is an opportunity for members of the public to address the Board on matters that pertain to the Park District and its business and is not intended to be a question-and-answer forum.
- C. The "Public Comment" portion of the Park District Board Agenda has a maximum thirty (30) minute time allocation. The Board President will close the public comment portion of the meeting when the thirty (30) minute time allocation is reached.
- D. Individuals who wish to address the Board must sign up. Public comment sign-up begins one-half hours before the meeting time and closes when the meeting is called to order. Individuals will be recognized in order of sign up.
- E. Only one person shall be allowed to speak at a time.
- F. All comments from the public will be limited to three (3) minutes per person, and no person may assign their time to any other person.
- G. Each person will be permitted to speak one time only, unless the Park District President or acting chairperson determines that allowing a speaker to address the Park District Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- H. All comments must be civil in nature and must pertain to the business of the Park District. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Park District Board shall be deemed to be out of order by the Park District President or acting Chairperson and his or her time to address the Park District Board at said meeting shall end. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the Park District President or acting Chairperson to cause the offending person to be removed from the meeting room.

- I. Any person who was not allowed an opportunity to make remarks during public comment shall be permitted to submit written comment to the Park District Board either before or after the time for public comment by visiting the Park District Office.
- J. Organizations or individuals desiring placement of a topic on the Board Agenda for full Board discussion shall present a written request for placement on the agenda. The request must be received by the Executive Director at least one week prior to the meeting date. Any organization or individual who requests to appear at a regular Park District Board Meeting without previous notice will have the request tabled until the next regular or special meeting.
- K. Complaints regarding Park District personnel shall be heard by the Park District Board only after the issue has been addressed with the administration and all parties concerned. In case a satisfactory settlement cannot be reached, the information should then be sent to the members of the Park District Board and placed on the agenda for the next Board meeting.

RECORDING BOARD MEETINGS

In accordance with the Illinois Open Meetings Act, any person may record the proceedings of a public meeting by tape, film, or other means subject to the following rules:

- A. Meetings which are closed to the public may not be recorded except by the Park District as required and authorized by the Open Meetings Act.
- B. The Executive Director or acting Chairperson may at his or her sole discretion grant any special accommodation requests.
- C. The Executive Director or acting Chairperson may designate a location for recording equipment, restrict the movements of individuals who are using the recording equipment or take other steps that are deemed necessary to preserve the decorum of the meeting and facilitate the conduct of business.
- D. The Executive Director or acting Chairperson may prohibit the recording of any audience member who objects to the recording.
- E. The Chairperson may impose additional rules or limitations on any recording, as he or she deems it necessary or appropriate to preserve the orderly operation and decorum of the meeting.
- F. The Chairperson shall order the immediate termination of any recording which is disruptive to the meeting, or which detracts, disturbs, or is offensive to members of the public body, witnesses, or the audience.
- G. No recording shall be used for a commercial for-profit enterprise, without the written approval of the Chairperson and the Executive Director.
- H. Nothing in these rules shall be deemed to grant permission to publish or broadcast the recording of any individual audience member.