

Board of Election Commissioners for the City of Chicago  
Public Participation Rules for Board Meetings

Public participation at regular and special meetings of the Board of Election Commissioners for the City of Chicago ("Board") is intended to provide interested persons with the opportunity to comment on issues or topics that are within the purview of the Board.

Public participation shall occur in accordance with the procedures set forth below:

1. Although the public has the right and is invited to attend meetings of the Board, no individual or group has the right to enter into or participate in the deliberations of the Board. Unless input is solicited by the Board, communications by members of the public will be limited to the portion of the meeting designated on the agenda as the time for "Public Comment."

2. Speakers must register at the 8<sup>th</sup> Floor reception and sign-in desk and complete a speaker's card. Registration will close five (5) minutes after the meeting begins. Alternatively, advance registration is available online prior to the Board meeting by submitting an email to [cboe@chicagoelections.net](mailto:cboe@chicagoelections.net). Email requests must be submitted by 5 PM on the day preceding the Board meeting date.

3. Speakers will appear individually and will be afforded attention and respect. When called upon, the person shall state his or her name, address, and, if speaking for an organization or other group, identify the group represented. Groups must select a maximum of two (2) representatives to speak on their behalf. No person may speak without first being recognized by the Chairperson. All remarks should be addressed to the Board as a whole, not to individual Commissioners or staff.

4. Each speaker has five (5) minutes to speak and will be advised by a time-keeper when 30 seconds remain. Speakers are not allowed to cede or yield their time to any other person. There shall be a cumulative limit of sixty (60) minutes available for public comment. If requested by the Chairperson and approved by majority vote of the Board, the time allocation for individuals and/or the cumulative limits may be altered. The Board has the discretion to restrict comments that are repetitive, redundant or inappropriate.

5. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board meeting. Personal attacks, abusive or intemperate language are prohibited. Speakers may be stopped if comments become irrelevant, repetitious or disruptive. Individuals who are disruptive may be given a warning and will, if necessary, be removed from the meeting. If any individual is removed from a meeting as a result of disruptive behavior, then the individual may forfeit his or her right to re-enter that Board meeting or to attend future Board meetings.

## Public Participation Rules (Continued)

6. Written comments and/or literature will be accepted at Board meetings from registered speakers, including speakers who are unable to complete their comments in the allotted time. As is the case with respect to oral communications, written materials will not be accepted if they are outside the purview of the Board; contain personal attacks, abusive or intemperate language; or relate to current or prospective bids.

7. All persons attending a Board meeting shall turn off or silence their cell phones while the meeting is in session.

8. Current or prospective vendors wishing to present products or services for purchase should not use the public participation portion of a Board meeting for this purpose. Vendors will, as appropriate, be referred to procurement or finance staff.

9. The Board Chairperson will have the discretion to withdraw a speaker's right to address the Board if any of the above rules are violated.

10. Because electoral board proceedings are quasi-judicial in nature, participation at meetings in which the Board is meeting ex officio as an electoral board shall be limited to the parties and/or their attorneys for cases on the Board's agenda for the meeting.

**(See next page for Public Comment Request form.)**



## Public Comment Request Form

To speak during the Public Comment section of a Board meeting, a request must be submitted prior to the meeting or within the first five minutes of the start of a meeting. Each speaker will have up to five (5) minutes to speak.

Date \_\_\_\_\_  
(*Month, Date, Year*)

Name \_\_\_\_\_

Organization \_\_\_\_\_  
(if applicable)

Topic \_\_\_\_\_

Address \_\_\_\_\_  
(Optional)  
\_\_\_\_\_

Phone \_\_\_\_\_  
(Optional)

Fax \_\_\_\_\_  
(Optional)

Email \_\_\_\_\_  
(Optional)