

Rolling Meadows Park District – Administrative Policy Manual

PUBLIC PARTICIPATION:

The “Order of Business” for Board Meetings as set forth below contains a segment entitled “Recognition of Visitors”. This segment is intended to provide members of the public the opportunity to address the Board on matters concerning the Park District.

If a member of the public wishes to present a written question, statement or document to the Board, it is recommended that he or she submit the writing to the Park Secretary at least one week (or as soon as practicable) prior to the meeting, so that copies thereof may be available at the meeting.

The Board has a responsibility to conduct the business of the Park District in an orderly and efficient manner and to establish reasonable procedures for public participation at its meetings. The President (or other Commissioner acting as Chair in the President's absence) is charged with assuring the orderly conduct of the meetings and is authorized to rule on the appropriateness of the time, place, and manner of presenting and considering issues that members of the public may raise. The Chair's ruling is final, unless a majority of the Commissioners present vote to overrule.

To maintain the orderly conduct of meetings and assure fairness to those who wish to address the Board, the following rules and procedures are established:

1. Public participation is permitted only during the "Recognition of Visitors" portions of the Agenda, unless an agenda item includes a specific presentation by an individual or group.
2. Only one person shall speak at a time.
- 3. Because the meetings of the Park District are a matter of public record, each speaker, when recognized by the Chair, shall give his/her name and announce the topic of his/her presentation before addressing the Board.**
4. Questions are to be directed to the Park District Board as a whole and not to individual Commissioners or to the staff. Questions may be deferred to a subsequent meeting to allow time for adequate study and response.
- 5. Each speaker will be allowed to speak up to 3 minutes, and no more than twenty minutes shall be allotted to each subject under discussion, unless the majority of the Board extends the discussion by motion. The Chair may deny a person who has previously addressed the Board to speak again on the same topic. Groups of individuals addressing a common concern may be required to designate a spokesperson.**
6. The total time allotted for Recognition of Visitors at meetings shall not exceed 45 minutes, unless extended by the Board by motion.
7. During Recognition of Visitors, Board Members may ask questions of the speaker for clarification, if recognized by the Chair. **The Board need not answer questions from the speaker during the Recognition of Visitors portion of the agenda.**

8. If an audience member has a question for the Board, the questioner may be asked to submit the question in writing. The Board will determine the manner in which the question will be answered by the Board or District staff.

9. Disruptive conduct or abusive remarks will not be tolerated. The Chair will rule on whether remarks made are in violation of this policy.