

CHICAGO EXECUTIVE AIRPORT

Policy on Public Participation at Board of Directors Meetings

At each regular and special open meeting, the members of the public may comment on matters relating to the Airport, subject to reasonable constraints and for a total period of time not to exceed 30 minutes.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson.
2. Identify himself/herself by name. Ordinarily such comments shall be limited to 5 minutes. However, at the start of the public participation portion of the meeting, the Board President may shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
3. Conduct oneself with respect and civility toward others.
4. Requirements for the public comment section.
 - a. Limited to 30 minutes.
 - b. No person may speak more than 5 minutes.
 - c. Requests for speaking time must sign in on the sign-in sheet on the table with copies of the Agenda.

Public may sign up until 2 minutes prior to the scheduled beginning of the meeting.

5. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in this policy.
6. The Board will not respond to comments at the time of the Board meeting. Comments requiring a response shall be the responsibility of the Executive Director.

To ensure compliance with fire and safety regulations, the following rules will be enforced:

1. All members of the audience shall remain seated during the meeting except when recognized to address the Board of Directors.
2. When all public seating is exhausted, no further visitors will be allowed to enter the meeting room.