

**FRANKFORT SQUARE PARK DISTRICT**

**ORDINANCE NO. 19-09-324**

**WHEREAS**, the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. requires public bodies, including park districts, to provide an opportunity for public comment at each open meeting of the public body; and

**WHEREAS**, the Open Meetings Act further provides that any person may record the proceedings at open meetings by tape, film or other means; and

**WHEREAS**, the Open Meetings Act authorizes public bodies to prescribe reasonable rules governing public comment and recording of open meetings; and

**WHEREAS**, the Park District Board of Commissioners finds that it is in the best interest of the Park District to prescribe such rules;

**THEREFORE BE IT ORDAINED** by the Board of Commissioners of the Frankfort Square Park District that:

1. The Frankfort Square Park District Rules for Public Comment and Recording Board Meetings (“Rules”) attached to this Ordinance as Exhibit A are hereby adopted and shall become effective immediately.
2. The Executive Director or his designee are hereby authorized and directed to post the Rules on the Park District’s website and place a copy of the rules at a table in the meeting room during each public meeting of the Park District’s Board of Commissioners.
3. All ordinances and resolutions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

PASSED by roll call vote this 19th day of September, 2019.

**ROLL CALL VOTE:**

AYE: Pam Kohlbacher, Craig Maksymiak, Denis Moore, Brian Mulheran, Joe Vlosak, Dave Macek, and Ken Blackburn

NAY: None

ABSENT: None

APPROVED this 19<sup>th</sup> day of September, 2019



---

President, Board of Park Commissioners of the  
Frankfort Square Park District

ATTESTED and RECORDED this  
19<sup>th</sup> day of September, 2019  
and published in pamphlet form.



---

Secretary, Frankfort Square Park District

4850-6823-6832, v. 1

## ATTACHMENT A

### Frankfort Square Park District Rules for Public Comment and Recording Board Meetings

#### PUBLIC COMMENT

A. Public comment shall be listed on each regularly scheduled Park District Board meeting and persons shall be allowed to address the Park District Board as set forth in these Rules.

B. At the start of the public comment period the Park District Executive Director/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; and
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. 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.

D. Only one person shall speak at a time.

E. All comments from the public will be limited to three (3) minutes per person. No person may assign their time to any other person.

F. The total time available for public comment during any meeting shall be limited to thirty (30) minutes unless the Park District Board waives the rule

prior to the commencement of the time for public comment. The Park District Board shall make an effort to ensure that a comparable amount of time is provided for comments in favor of and against the subject matter of the comments. The Park District Board shall not be required to allow every person who wishes to address the Park District Board to do so, so long as the Park District Board finds that representative comments have been presented for each side of an issue subject to debate. Any person who is not allowed 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.

G. 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 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.

## RECORDING BOARD MEETINGS

4825-5944-2745, v. 1

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 in 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 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 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 distracts, 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.