

## **ASPIRA Board of Directors Meeting Public Comment Guidelines**

For persons who desire to address the ASPIRA Board of Directors, as required by the Open Meetings Act, outlined below is the policy and procedure to submit a formal request to make a public comment before the Board.

### **I Policy**

- A. Requests for Public Comment must be made at least twenty-four (24) hours in advance of the Board meeting.
- B. Presentations will be limited to issues related to ASPIRA and will not contain comments of a personal nature directed towards individual Directors, ASPIRA employees, contractors, or any other individual. However, any school based concerns can be shared at the school level. Prohibited are comments containing explicit political endorsements, confidential student matters, obscenities, or otherwise disrupting the business to be conducted at the meeting.
- C. A maximum of 20 speakers may appear before the Board at each Board of Directors meeting.
- D. Persons appearing before the Board will each be allotted two (2) minutes for the purpose of making their public comments. The total time allotted for public comment will not exceed 60 minutes so as to make sure the Board has time to address all ASPIRA business matters.
- E. The public comment period is an opportunity for the Board to listen to members of the ASPIRA community. The Board will not respond to comments or attempt to answer questions during the public comment period.
- F. Public comment requests that do not comply with this policy will not be approved.

### **II Procedure**

- A. Request to Make Public Comment
  - 1. A person who wants to address the Board will make their request at least twenty-four (24) hours in advance of the meeting. Requests received less than 24 hours in advance will be referred to the next regularly scheduled Board meeting.
  - 2. Requests are to be made via email at [margarcia@aspirail.org](mailto:margarcia@aspirail.org) or by calling (773) 252-0970
  - 3. The following information is required at the time of the request:

- a) The date of the meeting the person is requesting to make a public comment.
- b) The name of the person requesting to make public comment
- c) Is the person making the request a parent, student, employee, or member of the community
- d) Contact information of the person requesting to make a public comment
- e) A description of the issue that the person will present to the Board
- f) Does the person need a translator (indicate the language)

4. If applicable, a copy of the presentation is to be submitted with the request.
5. The Board designee will receive and review each request received 24 hours in advance. If the request meets the Policy requirements, the Board designee will add the name of the speaker to the list on a first-come first-serve order. The first twenty (20) approved requests will be selected for public comment.
6. During the Public Comment portion of the Board meeting, the Board designee will call the name of the public speaker when it is their turn.
7. The Board Designee will enforce the two minute policy by advising each speaker if they exceed their three minute allotted time.

**B. Submitting Written Comments**

1. The Board accepts written comments instead of testimony before the end of the meeting.

**III. Applicability**

- A. This policy is applicable to ASPIRA employees, ASPIRA Board of Directors, and Members of the public.
- B. This policy is subject to change.

**IV. Reference**

- A. As required by section 2.02(g) of the open meetings act (5 ILCS 120/1 et seq.)