

CHICAGO HOUSING AUTHORITY

PUBLIC COMMENT PROCESS FOR BOARD AND COMMITTEE MEETINGS

Revised: March 18, 2021

Public Comment Process for CHA's Committee and Board Meetings Conducted by Videoconference

1. Persons wishing to comment at a CHA committee or board meeting conducted by videoconference shall register, in advance, at BoardPublicComments@thecha.org or call the Board Secretary's Office at (312) 913-7282. The following information must be provided at the time of registration: name, organization (if any), address, telephone number, meeting date and a summary of the matters you would like to speak on.
2. Requests to comment will be accepted from 10:00 a.m. the Friday before the scheduled meeting until 10:00 a.m. the Monday before the scheduled meeting. Any individual wishing to participate must be available at the scheduled start time of the committee or board meetings and have access to a touch-tone telephone.
 - a. Per CHA's public participation rules, with respect to Committee meetings, communications by members of the public shall be limited to *comments related to an agenda item(s)*. Speakers are limited to one opportunity to address the Committee per meeting.
 - b. With respect to Board meetings, communications by members of the public will be limited to the portion of the meeting designated on the agenda as the time for "Public Participation." Speakers are limited to one opportunity to address the Board per meeting.
3. After 10:00 a.m. on the business day before the scheduled meeting, the Board Secretary will compile a list of names and telephone numbers of those who registered to comment at committee and board meetings. The order of participants will be determined based on a first come-first served basis.
4. Between 11:00 a.m. and 2:00 p.m. on the business day before the scheduled meeting, the Board Secretary will contact each registered participant at the telephone number provided, and give them instructions to access the meeting, including a telephone number and passcode. The Board Secretary will only make one attempt to call the registered participant; if there is no live response, the selection is forfeited.
5. At the scheduled start time on the day of the meeting, selected participants must call into the meeting from the telephone number they originally provided to the Board Secretary and wait to be called upon to speak.

Based on CHA's public participation rules, each speaker has two (2) minutes to speak. Speakers will appear individually and are not allowed to cede their time to any other person.

If you are unable to register within the allotted time, not comfortable speaking in public or do not want to state your comment publicly at board meetings, you may also submit written comments to BoardPublicComments@thecha.org. Written comments will be made available for Commissioners' review and responded to by the next scheduled board meeting.



**PUBLIC PARTICIPATION
RULES FOR BOARD AND
COMMITTEE MEETINGS**

**OF THE BOARD OF
COMMISSIONERS**

**OF THE
CHICAGO HOUSING
AUTHORITY**

**Published by Authority of the Chicago
Housing Authority of the City of Chicago**

Approved May 19, 2020

**Angela Hurlock, Chairperson
Craig Chico, Vice Chairman**

Public participation at the meetings of the Board of Commissioners (“Board”) of the Chicago Housing Authority (“Authority”) and the Committees established by the Board is intended to provide residents and interested persons with the opportunity to comment on issues or topics that are within the purview of the Board or Committee, as the case may be.

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

1. The public has the right and is invited to attend meetings of the Board and its Committees, however, no individual or group has the right to enter into the deliberations of the Board or Committees.
 - With respect to Board meetings, 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 Participation”. Speakers are limited to one opportunity to address the Board per meeting.
 - With respect to Committee meetings, unless input is solicited by the Committee, communications by members of the public shall be limited to comments related to an agenda item(s), and participation by the public will be limited to the portion of the meeting designated on the agenda as the time for “Public Participation”. Speakers are limited to one opportunity to address the Committee per meeting.
2. Speakers must register at the sign-in desk and complete a speaker’s card. Registration will close the *later* of: a) 5 minutes after the meeting begins, or b) within 5 minutes after the Committee or Board returns from closed session and reconvenes the open meeting. The Board or Committee Chairperson will advise attendees when 5 minutes are left for speakers to register.

Alternatively, advance registration is available on-line prior to the Board or Committee meeting by visiting BoardPublicComments@thecha.org. Board and Committee meeting on-line registration opens at 9:00 a.m. on the Thursday preceding the Board and Committee meetings and closes at 12:00 noon on the Monday preceding the meeting date.

3. Speakers will appear individually and will be afforded attention and respect. When called upon, the person shall come to the podium or designated speaking area; state his/her name and address; and, if speaking for an organization or other group, identify the group represented. Groups must select a maximum of two 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/Committee as a whole, not to individual Commissioners, Committee members, or staff.

4. Each speaker has two (2) minutes to speak and will be advised by the time-keeper when 30 seconds remain. Speakers are not allowed to cede their time to any other person. Each speaker desiring to address the Board or Committee must complete a speaker card for the Board or Committee meeting.
 - With respect to Board meetings, there shall be a cumulative limit of sixty 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 limit may be altered based upon the number of persons registered to speak, or if otherwise deemed necessary.
 - With respect to Committee meetings, the period available for public comment may be limited if requested by the Chairperson and approved by majority vote of the Committee.
 - The Board or Committee, as the case may be, has discretion to restrict comments that are repetitive or redundant.
 - The Board or Committee will restrict comments that are inappropriate.
5. Courteous, respectful and civil behavior is expected from all speakers and all persons attending a Board or Committee meeting. Disruptive behavior that impedes conducting Board or Committee business is prohibited. Disruptive behavior includes, but is not limited to, personal attacks, unsubstantiated allegations leveled at Commissioners, staff, property managers, resident leaders or other residents, abusive, threatening or intemperate language, physical attacks or incitement to violence, and refusal to abide by the time limitations set forth in these Public Participation Rules. 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 of re-entry to future Board and Committee meetings.
6. Written comments and/or literature will be accepted at Board and Committee meetings from a) registered speakers, including speakers who are unable to complete their comments in the allotted time, and b) individuals who wish to speak but are unable to address the Board or Committee. As is the case with respect to oral communications, written materials will not be accepted if they are outside the purview of the Board or Committee; contain personal attacks, abusive or intemperate language or unsubstantiated allegations; or relate to current or prospective bids.
7. All persons attending a Board or Committee meeting shall turn off or silence their cell phones while the meeting is in session.
8. Current or prospective vendors wishing to present product or services for purchase should not use the public participation portion of a Board or Committee meeting for this purpose. Vendors will, as appropriate, be referred to staff.

9. During periods of a declared national, state or local emergency, or in the interest of public health, safety, and welfare, these Public Participation Rules may be modified or limited to provide for public participation only by written, telephonic, or other electronic means, to the extent authorized by applicable law. Should public participation be limited pursuant to this paragraph, the methods of public participation shall be set forth in the public notice of the Board and Committee meetings.

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

The following additional procedures shall apply to Board meetings only:

10. Residents with specific property complaints or concerns will be referred to the appropriate Authority staff person or property manager present at the meeting.
11. Responses to general questions or complaints having Authority-wide applicability will be provided, in writing, at the next regularly scheduled Board meeting and on the CHA's Website.