

**CHICAGO HOUSING AUTHORITY**  
**PUBLIC PARTICIPATION RULES FOR BOARD AND COMMITTEE MEETINGS**

*Revised December 4, 2014*

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. Although the public has the right and is invited to attend meetings of the Board and its Committees, 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 Comment.”
  - With respect to Committee meetings, unless input is solicited by the Committee, communications by members of the public shall be entertained only if they are related to a specific agenda item. Participation by the public on an agenda item may begin after the Committee has heard staff’s presentation (if any) on such item and discussed same. Multiple cards must be completed if speakers have questions on more than one item.
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 <http://www.thecha.org/about/submit-for-public-comment/>. Committee meeting on-line registration opens at 9:00 a.m. on the Friday preceding Committee meeting and closes at 5:00 p.m. on the Tuesday preceding committee meeting date. Board meeting on-line registration opens at 9:00 a.m. on the Thursday preceding Board meeting and closes at 12:00 noon on the Monday preceding board 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.
  - 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.

- 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. Personal attacks, abusive or intemperate language and unsubstantiated allegations leveled at Commissioners, staff, property managers, resident leaders or other residents are prohibited. 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 procurement or finance staff.

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:

9. Residents with specific property complaints or concerns will be referred to the appropriate Authority staff person or property manager present at the meeting.
10. 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.

Persons who wish additional information on CHA's Plan Forward are encouraged to visit the website [www.thecha.org](http://www.thecha.org), or call the public information office at (312) 913-7588 for written materials.