



**BOARD OF DIRECTORS MEETING PUBLIC COMMENT GUIDELINES**

<b>BOD approval date:</b>	04.26.17, 08.07.19	<b>Number:</b>	08.006
<b>Original issue date:</b>	04.26.17	<b>Type:</b>	Policy
<b>Effective date:</b>	04.26.17	<b>Section:</b>	External Affairs
<b>Date revised:</b>	09.25.17, 08.08.19	<b>Contact:</b>	General Counsel

**I. Purpose**

Acero Schools is committed to fostering community engagement. In furtherance of this commitment, this Policy articulates practice for the purpose of soliciting public comment and establishes guidelines for persons who desire to address the Acero Schools Board of Directors (“the Board”) as required by Section 2.06(g) of the Open Meetings Act (5 ILCS 120/1 *et seq.*).

**II. Policy**

- A. Requests for Public Comment must be made at least twenty-four (24) hours in advance of the Board meeting in accordance with the request procedure below (Section III.A).
- B. Presentations shall be limited to issues of concern before the Board or related to Acero Schools, and shall not contain comments of a personal nature directed towards individual Directors, Acero Schools employees, contractors, or any other individual. However, any school based concerns can be shared at the campus level. Comments containing explicit political endorsements, confidential student matters, obscenities, or otherwise disrupting the business to be conducted at the meeting are prohibited. Additionally, comments regarding pending competitive procurements are prohibited.
- C. A maximum of 20 speakers may appear before the Board at each meeting of the Board.
- D. Individuals appearing before the Board will each be allotted three (3) minutes for the purpose of making their public comments. The total time allotted for public comment shall not exceed 60 minutes in the interest of ensuring the Board’s ability to address all Acero Schools business matters.
- E. The public comment period is an opportunity for the Board to listen to members of the Acero Schools community. The Board will not respond to comments or attempt to answer questions during the public comment period.

- F. Any requests that do not comply with these guidelines will not be approved. Any individual scheduled to address the Board who fails to abide by these guidelines while speaking to the Board may be asked to leave the meeting or facility.

### **III. Procedure**

#### **A. Request to Make Public Comment**

1. A person seeking to address the Board shall 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 [publiccomment@aceroschools.org](mailto:publiccomment@aceroschools.org) or by calling 312.637.3900.
3. The following information is required at the time of the request, whether by email or telephone:
  - a. Date of the meeting at which the requestor would like to speak;
  - b. Name of person requesting to make public comment;
  - c. Whether requestor is a parent, student, employee, or member of the community;
  - d. Contact information;
  - e. Clear description of the matter to be discussed before the Board; and
  - f. If a translator is needed.
4. If applicable, any presentations must be submitted with the request.
5. The Chief External Affairs Officer/Designee shall receive and review each request. If the request meets the Policy requirements in Section II.A above, the Chief External Affairs Officer/Designee shall add the name of the speaker to the list in a first-come, first-serve order. The first 20 approved requests will be selected for Public Comment.
6. During the Public Comment portion of the Board meeting, the Chief External Affairs Officer/Designee shall call the name of the public speaker for each turn.
7. The Chief External Affairs Officer/Designee shall enforce this Policy by advising speakers if they exceed their allotted time.

#### **B. Submitting Written Comments**

1. The Board may accept written comments in lieu of testimony prior to the conclusion of the meeting

### **IV. Applicability**

- A. This Policy is applicable to Acero Schools employees, Acero Schools Board of

Directors, and members of the public.

B. These guidelines are subject to change.

**V. Reference**

Open Meetings Act (5 ILCS 120/1 *et seq.*)