

## WAUKEGAN PORT DISTRICT

### RULES CONCERNING PUBLIC COMMENT AND PARTICIPATION

A. AUTHORITY AND APPLICATION: These rules concerning public comment and participation ("**Rules**") apply to all meetings of the Waukegan Port District Board of Directors ("**Board**"). The Chairman of the Board ("**Chair**") may designate additional time for public comment at a meeting as provided in these Rules, subject to the approval of the Board.

B. PUBLIC COMMENT AND PARTICIPATION:

1. Rules Governing Public Comment Time.

- a. The agenda of every regular and special meeting of the Board shall include a reservation of time for public comment ("**Public Comment Time**").
- b. Subject to Rule B.1.d, the Chair shall recognize and allow to speak any person desiring to speak during Public Comment Time.
- c. Public Comment Time is in addition to, and does not replace, the opportunity for the public to speak during any duly convened public hearing conducted by the Board.
- d. If a person desires to speak during Public Comment Time about a matter that is the subject of a particular agenda item at the same meeting, and public comment will be allowed during that agenda item whether by designation of the Chair or in the course of a duly convened public hearing, the Chair may require that person to speak about the matter during the agenda item instead of during Public Comment Time. If no public comment will be allowed during the particular agenda item, then the person will be allowed to speak about the matter during Public Comment Time.
- e. The total amount of time allocated for Public Comment Time at any meeting shall not exceed 30 minutes, unless determined otherwise by the Chair. In the event that all persons desiring to speak during the Public Comment Time are not able to do so within the time limit allowed, the Chair may either extend the time allocated for Public Comment Time, or allow for continuation of Public Comment Time after the completion of all other matters on the agenda, or as the Board may otherwise determine.
- f. No person shall speak during the Public Comment Time for more than three minutes, unless the Chair designates a longer or shorter time period. Generally, the longer or shorter time period will apply to all persons participating in the Public Comment Time at the same meeting.

2. Rules Governing All Public Comment:
  - a. Each speaker should state his or her name and address in a clear manner so that it can be recorded in the minutes of the meeting. If a speaker chooses, they may decline to provide their address.
  - b. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
  - c. For speakers desiring to use audio or visual equipment in connection with a presentation, arrangements for such use must be made with the District staff in advance of the meeting.
  - d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments, and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
  - e. Speaker time limits may be enforced by the Chair.
  - f. No person should be discourteous, belligerent, threatening, disparaging, or otherwise uncivil. The Chair and the Board may limit the comments of any person who engages in this conduct. No person may continue to speak after the Chair has taken the floor from that person.
  - g. All questions or statements from the floor should be directed to the Chair and the members of the Board. All others may be ruled out of order.
  - h. The Chair shall have the right to interrupt a speaker in order to enforce these Rules or other applicable rules.
3. Interruptions and Other Disturbances: No person shall interrupt the proceedings of the Board or cause any other form of disturbance or disruption.
4. Enforcement: Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the Chair or a majority of the Directors, or be subject to other action as deemed necessary by the Chair and Trustees.
5. Written submissions. Any person shall have the right at any time to provide written comments to the Board or District staff by addressing those comments to: the Waukegan Port District, c/o District Public Comments, 2601 Plane Rest Drive, Waukegan, IL 60087, and delivering the comments via any of the following methods:
  - i. by personal delivery at the front desk of between 8:30 a.m. and 5:00 p.m. Monday through Friday;

- ii. by mail, courier, or any similar delivery service; or
  - iii. by email to [kbrown@waukeganport.com](mailto:kbrown@waukeganport.com)
- 6. **Publication.** These Rules will be made available for public inspection at the front desk of the Harbor and Airport offices 8:30 a.m. and 5:00 p.m. Monday through Friday and will be posted on the District's website, <http://waukeganport.com>
- 7. These rules are subject to change to address the COVID-19 public health emergency.