

## RESOLUTION NO. MPEA 13-02

### ESTABLISHING PROCEDURES AND GUIDELINES FOR PUBLIC COMMENT AT MPEA BOARD AND COMMITTEE MEETINGS

**WHEREAS**, the Board of the Metropolitan Pier and Exposition Authority ("MPEA") will accept public comments at meetings of the Board and its Committees in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.); and

**WHEREAS**, to provide for the efficient conduct of business at such meetings, the MPEA Board desires to adopt procedures and guidelines for public comments to be addressed to the Board and its Committees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board adopts the following protocol to be used in such situations:

#### PUBLIC COMMENT PROCESS AT MPEA MEETINGS

Persons wishing to comment at an MPEA Board meeting must submit a request in advance and follow the rules outlined below. The Chairman of the Board has the authority to waive or modify any of the following requirements if in his/her opinion the circumstances so warrant.

##### 1. MPEA Board Meetings

Notice of the date and time for regularly scheduled meetings of the MPEA Board is posted on the MPEA website ([www.mpea.com](http://www.mpea.com)). Board Committee meetings are periodically scheduled and notice of Committee meetings is posted in accordance with the requirements of the Illinois Open Meetings Act. Notice of the agenda for Board and Committee meetings is posted no later than 48 hours in advance of such meetings. Meeting dates and times are subject to change. Any such change is posted in accordance with the requirements of the Illinois Open Meetings Act.

Unless otherwise specified in a duly posted meeting notice, meetings are held in the 5th Floor Board Room at MPEA's corporate headquarters, located at 301 E. Cermak Road, Chicago Illinois, 60616.

##### 2. Registration

Public comments may be addressed to the MPEA Board and Committees at a time specified on the agenda of Board and Committee meetings. Persons wishing to address the Board or Committee at such meetings must complete a registration form and submit it to the Chief Executive Officer (CEO) of the MPEA. The registration form will be available on the MPEA website ([www.mpea.com](http://www.mpea.com)).

The registration form **must** be received by the CEO's office no later than 3:00 p.m. on the day prior to the meeting. The form can be submitted via email to [mpeaboard@mpea.com](mailto:mpeaboard@mpea.com) or by fax to MPEA Board Secretary at (312)791-6580. The form must clearly identify the proposed speaker and the subject matter of the comments to be presented.

Potential speakers will be notified of whether they will be allowed to speak.

### 3. **Subject Matter of Comments**

Comments must be limited to matters of concern before the MPEA Board or its Committees, as applicable, and shall not contain comments of a personal nature directed toward individual Board members, employees of the MPEA, or any other individual. The Board will not hear comments from vendors seeking to sell goods or services to the MPEA; proposals or bids or contracts or professional services agreements with the Authority or its agents during the past 12 months; claims against or litigation involving the MPEA; or employee grievances or other personnel matters.

### 4. **Presentations**

The speaker must check in with the Board Secretary on the day of the hearing. When it is time for public comment, the speakers will be called up to address the Board. The speakers should identify themselves and identify any organization that they may be representing.

In order to allow for the efficient conduct of meetings, public comments will be limited in time to two minutes per presenter and to five total presentations per meeting. The MPEA will monitor the time allotted for each presenter and will alert the presenter when his or her allotted time has elapsed. Groups must select a maximum of two representatives to speak on their behalf. Priority may be given to individuals who have not previously addressed the Board within the preceding twelve month period. In order to permit a diversity of viewpoints, individuals will only be permitted to address the Board or Committee once every three months.

The Chairman of the Board and each Committee Chair has broad discretion to limit the remarks of any speaker who fails to follow the requirements of this Resolution. Speakers who violate the procedures and guidelines set forth in this Resolution may be prohibited from addressing the Board or Committee in the future.

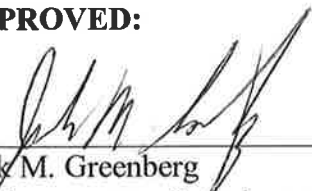
### 5. **Board Action**

In his or her discretion, the Board or Committee Chair may refer a matter raised during public comment for subsequent response by the MPEA's CEO, CEO's designee, or an appropriate Board Committee. The Board or Committee Chair may require such matter to be submitted in writing.

The minutes of each Board meeting or Committee meeting, as applicable, will include the name of any speaker that addresses the Board or Committee and the nature of the comments.

Adopted this 11th day of February, 2013.


**APPROVED:**



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Jack M. Greenberg  
Chairman of the Board – MPEA

**ATTEST:**



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Frank M. Clark, Jr.  
Secretary/Treasurer - MPEA