

## **PUBLIC COMMENT AT REGULAR RTA BOARD MEETINGS**

Persons wishing to comment at a regular RTA Board meeting must submit a request in advance and follow the rules outlined below.

1. Public comment will be permitted at each regular RTA Board meeting at a time specified in the meeting agenda. Comments should pertain to the RTA or transportation issues.
2. Each person who will address the Board will be given 3 minutes to speak. A maximum of 5 people will be permitted to speak at each meeting.
3. You **MUST** submit the attached Public Comment/Disclaimer Form in advance if you wish to speak at a regular RTA Board meeting. Your request to speak must include your name; the organization you work for or represent, if any; a description of the topic you wish to speak about; and your contact information. You must also agree to all terms set forth in the disclaimer portion on the second page of the attached form before you will be permitted to address the Board.

The Public Comment/Disclaimer Form must be completed and returned to the Board Secretary at least 3 days before the day of the regular Board meeting. The dates of the meetings are posted under the RTA meeting documents section of this website. You may submit the Public Comment/Disclaimer Form via email at [maclennana@rtachicago.org](mailto:maclennana@rtachicago.org), with the subject identified as "Request to Speak" or you may print out the form and fax it to the Board Secretary at (312) 913-3216 or mail or drop off it off to the attention of the Board Secretary at the RTA main office, 175 W. Jackson Boulevard., Suite 1650, Chicago, IL 60604.

4. The Board Secretary will contact you prior to the meeting to advise if you are on the schedule to speak. If more than 5 persons request to speak at a meeting, priority may be given to those persons who have not already addressed the RTA Board during the calendar year. If too many people want to speak at a particular regular Board meeting, some requests may be delayed until a future meeting. If multiple people request to speak on the same subject, speakers will be limited to 1 or 2 depending on the total number of requests received.
5. On the day of the regular Board meeting, you will need to check in with the Board Secretary. When it is time for public comment, the Board Secretary or Chairman will call you up to address the Board. You will be asked to begin by stating your name, any organization you may represent and the city and county of your residence. You will then be allowed to speak for 3 minutes. The Board Secretary will keep track of the time and advise you when your time is up.

6. In order to permit a diversity of viewpoints to be heard, individuals will only be permitted to address the Board once every three months. In addition, speakers who violate these rules may not be allowed to speak in the future.

7. Any questions regarding these rules should be directed to the Board Secretary by email at [maclennana@rtachicago.org](mailto:maclennana@rtachicago.org) with the subject identified as "Request to Speak," by fax at (312) 913-3216 or phone at (312) 913-3219.

8. These rules and the Public Comment/Disclaimer Form may be revised at any time. Please check the RTA website or contact the Board Secretary to verify that you are using the latest version of these documents.

**REGIONAL TRANSPORTATION AUTHORITY BOARD**

**PUBLIC COMMENT/DISCLAIMER STATEMENT**

Please be aware that your comments will be part of the public record of the meeting. To maintain your privacy, you may wish to identify yourself only by name and city and county of residence when addressing the RTA Board. The contact information you provide below will remain confidential.

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**ORGANIZATION YOU ARE REPRESENTING, IF ANY:** \_\_\_\_\_

\_\_\_\_\_

**DETAILED DESCRIPTION OF TOPIC:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCLAIMER**

I, \_\_\_\_\_, hereby certify that all of the following four statements are true and that I agree to them as the terms by which I may address the RTA Board:

1. I do not represent a company as an owner, member, employee, agent or attorney, that does business with or has filed or participated in a claim or lawsuit against the RTA, Chicago Transit Authority, Metra or Pace within the past 12 months; and
2. I am not an employee of the RTA, Chicago Transit Authority, Metra or Pace; and
3. I will not address any matter which is the subject of a bid, contract, claim, lawsuit or personnel matter involving the RTA, Chicago Transit Authority, Metra and Pace; and
4. I will not use vulgar, abusive or otherwise inappropriate language when addressing the RTA Board.
5. I will respect the time limit set in the RTA guidelines for addressing the RTA Board of Directors.

I understand that failure to agree to the above terms will disqualify me from addressing the RTA Board and may result in my expulsion from the meeting.

[SUBMIT]