

ORDINANCE NO. 567

GUIDELINES FOR PUBLIC PARTICIPATION AND RECORDING

Section A: Public Participation

1. Public comments are permitted during the "Public Comments" portion of the Board Meeting. The Board President may allow public comments during other portions of the meeting.
2. Persons wishing to address the Board must submit a request in writing, via the attached form, prior to the start of the meeting. A request must include at minimum: the person's name, address, telephone number, topic, group affiliation if any, and board meeting date.
3. Unless additional time is granted by the Board President, each person/group is allowed a maximum of three (3) minutes to speak.
4. Only one person may represent an organization at a meeting.
5. The Board President determines the order in which speakers will be recognized. Priority will be given to persons who have not previously addressed the Board on an issue.
6. Comments are to be directed to the Board as a whole and not to individual Trustees or Staff.
7. The Board may ask questions or make comments during or after a speaker's comments.
8. The Board may terminate the speaking privilege of anyone whose speech or conduct disrupts the meeting.

Section B: Recording of Meetings

1. Persons wishing to record a Board meeting must submit a request in writing, via the attached form, prior to the start of the meeting. The request must include at minimum: the person's name, address, telephone number, topic, group affiliation if any, and board meeting date.
2. Without prior Board approval, no additional lighting or amplification equipment may be used other than that already available in the Board meeting room.

3. The Board may prohibit recording the testimony of witnesses.
4. The Board may prohibit recording of any audience member who objects to being recorded.
5. No recording may be used for a commercial purpose.
6. Meetings which are closed to the public may not be recorded except as required by the Open Meetings Act.
7. Recording must be conducted in a manner that does not interrupt the proceedings, interfere with the conduct of the meeting, or distract attendees at the meeting. If recording disrupts the conduct of the meeting, the Board President may require the recording to cease.
8. Recording equipment:
 - (a) Must be in place before commencement of a meeting;
 - (b) May not be removed until after adjournment of a meeting or during a recess.
9. A meeting will not be delayed to accommodate recording.
10. Recordings by the public are not an official recording of Board proceedings.
11. A person recording a meeting assumes all risk of any damage to or loss of recording equipment.
12. A person recording a meeting assumes all liability for injury to person or property resulting in any way from use of recording equipment.

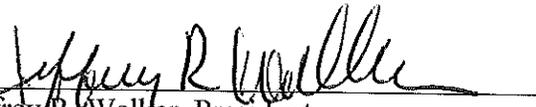
Section C: Modification/Waiver

The foregoing guidelines may be modified or waived by the Board in the Board's sole discretion.

Section D: Superceding

This Ordinance supercedes all prior ordinances, rules, regulations and guidelines dealing with public comment and recording.

Passed and approved this 8th day of October, 2013.


Jeffrey R. Walker, President

ATTEST:


William A. Kindorf III, Clerk

EXECUTIVE DIRECTOR &
DISTRICT ENGINEER
MATTHEW A. LARSON, P.E., J.D.

ATTORNEY
ROGER A. RITZMAN

TRUSTEES
SARAH L. CZAPLICKI
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ACCOUNTS & FINANCIAL MANAGER
MICHELE SALEMI

SENIOR MANAGER OF OPERATIONS
DENNIS HAILE

AP/HR ADMINISTRATOR
BERNADETTE JEFFERSON

REQUEST FORM FOR PUBLIC PARTICIPATION IN AND/OR RECORDING OF A WHEATON SANITARY DISTRICT BOARD MEETING

Request Date: _____

Request Type: Public Participation Recording Both

Name: _____

Address: _____

Phone: _____ Cell Home Work Other

Email Address: _____ Personal Work

Group Affiliation: _____

Board Meeting Date: _____

Topic(s) to Discuss: _____

Other Pertinent Information: _____

Protecting Public Health - Preserving the Environment
Efficiently in a Cost-Effective Manner