

**COOK COUNTY BOARD OF REVIEW  
PUBLIC COMMENT POLICY**

**Revised 11/04/2022**

**1. Date and Time.** A public comment period will be held during each Cook County Board of Review Meeting. Meeting dates, locations and times of the Board are subject to change and will be posted in accordance with the Open Meetings Act.

**2. Registration Requirements.** Persons who wish to address the Cook County Board of Review during the public comment period must complete a registration form which includes the speaker's name, contact information, and any relevant title or affiliation. Registrations must be submitted to the Secretary of the Board of Review or a designee by email. Email submissions must be sent to the email address designated by the Cook County Board of Review. Registrations must be received by the Secretary no later than two business days prior to the board meeting. The request must set out clearly the nature of the subject matter to be presented and must relate to matters within the authority of the Cook County Board of Review. The Board reserves the right to make additional methods of registration available from time to time. The Cook County Board of Review reserves the right limit public comments to topics that are on the current meeting agenda.

**3. Presentations.** Public comments shall not contain remarks of a personal nature directed toward a member of the Board, employees of the Board or any other individual. The Board will not hear presentations on the following topics: vendors seeking to sell goods or services to the Board, litigation involving the Board, matters under investigation by the Board or the Inspector General, proposals or bids or contracts or professional services agreements with the Board during the past 12 months or grievances of employees, former employees, contractors, consultants or other entities doing business with the Board. The Board Chairman is granted broad discretion to limit the remarks of any speaker who fails to follow the requirements of this Policy.

**4. Public Comment Procedure.** Persons wishing to make public comment on issues before the Board shall abide by the following procedural rules:

- Registration must be made by the individual who will make the presentation. Representatives may not sign up another speaker via proxy.
- Hand-held posters are not allowed in the Board meetings. Speakers may submit pictures or posters to the Board Secretary for viewing by the Board members.
- It is the Board Chairman's prerogative to limit the discussion of any speaker to allow for broad and diverse public participation.
- The public comment period will be limited to 30 minutes.
- Speakers will have two (2) minutes each to present their remarks. Speakers may not cede their time to another person.
- Speakers will be limited to speak once during one Board meeting.
- Groups must select a maximum of two (2) representatives from those who have signed up to speak on their behalf.

- The Board Secretary may group speakers according to topic.
- After all subjects have been heard, the Board members may discuss any, all, or none of the issues presented.
- The Board Chairman may limit any speaker that uses profane, obscene, threatening, or abusive language.

**5. Record Keeping.** The minutes of each Board Meeting will include the name of any speaker that addresses the body and the nature of the comment. Copies of all written comments will be kept in the office of the Secretary of the Cook County Board of Review and will be made a part of the Board proceedings.