



**Bruce Rauner**  
Governor

**Heidi Mueller**  
Acting Director

**1112 South Wabash Avenue, 2<sup>nd</sup> Floor, Chicago, Illinois 60605**  
**Telephone: (312) 814-3848 / TDD: (800) 526-0844**

**Illinois Department of Juvenile Justice School District #428**  
**School Board Meeting Participation Guidelines**

The following procedures govern Recording and Public Participation for School District #428 Board and Committee ("Board") meetings:

1. Individuals wishing to address the Board or record the Board meeting must sign in prior to the start time of the meeting as listed on the agenda. Written materials will be accepted when submitted to the Board Secretary prior to the meeting for distribution to Board members.
2. Presentations must be specific to educationally-relevant issues.
3. The Board Secretary will call the name of the individual identified on the sign-in sheet and invite him/her to address the Board. Individual speakers will be given a maximum of five minutes to speak and will be asked to conclude their remarks when the allotted time has expired. Public participation will end when all speakers signed up have been allowed to speak or after 30 minutes, whichever occurs sooner.
4. Priority for speaking will be given to individuals who have not previously addressed the Board on a given issue.
5. Questions may be directed to the Board as a whole and may not be directed to any individual members of the Board or administrative staff. Board members or administrative staff may respond to questions or comments at a later date, if a response is deemed appropriate by the Board or administrative staff.
6. No person addressing the Board shall identify individual youth or facility staff members by name during their public remarks, and all participants shall respect the privacy of youth and staff members. No person addressing the Board shall make charges or level complaints against individual employees under the jurisdiction of the Board or the Illinois Department of Juvenile Justice. Such charges or complaints will only be accepted when presented to the Board Secretary in writing at a Board meeting or by mail. Upon receipt, the Board Secretary will refer the matter to the appropriate administrator.
7. Administrative staff responding to questions or complaints raised during public participation shall provide the speaker and Board members with information about the response and/or resolution within 10 days following the Board meeting.
8. The Board will permit the recording of the proceedings of a public meeting in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present. Meetings or portions of meetings which are permitted by the Open Meetings Act to be closed to the public may not be recorded by the public. The Board may designate a location for recording or camera equipment, may restrict the movements of individuals who are using equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting. The Board has authority to determine

when any recording device or camera interferes with the conduct of a meeting and may order that an interfering device be removed. The Board shall assume no liability for any damaged, lost, or stolen recording or camera equipment or for any damage or injury caused by any person recording Board proceedings.

9. Disruptive conduct will not be permitted at any Board meeting, nor will any defamatory or abusive language be tolerated. The Board President may terminate the privilege of any speaker who violates this regulation.

10. Exceptions to these guidelines may be made at the Board President's discretion.