

**THE RETIREMENT BOARD  
OF THE  
POLICEMEN'S ANNUITY & BENEFIT FUND  
CITY OF CHICAGO**

**RESOLUTION**

**Open Meetings Act Rules**

**WHEREAS**, the General Assembly of Illinois, in enacting the Illinois Open Meetings Act ("Act"), 5 ILCS 120 *et seq.*, declared it to be the public policy of Illinois that the public has the right to be informed as to the conduct of public bodies and to ensure, subject to certain exceptions, the deliberations and actions of public bodies are conducted openly;

**WHEREAS**, the Retirement Board (the "Board") of the Policemen's Annuity and Benefit Fund of Chicago (the "Fund") acknowledges it is a "public body" as defined in Section 1.02 of the Act;

**WHEREAS**, the Act permits the attendance of members of a public body at meetings by a means other than physical presence after the public body adopts reasonable rules in accordance with the Act;

**WHEREAS**, the Act permits any person to record the proceedings at meetings by tape, film, or other means, and authorizes the public body to prescribe reasonable rules to govern the right to make such recordings;

**WHEREAS**, the Act permits any person an opportunity to address public officials under the rules established and recorded by the public body;

**NOW THEREFORE**, the Board, in accordance with the Act, adopts the following rules in regard to: (1) Board member attendance at meetings; (2) the right to record open meetings of the Board; and (3) the opportunity to address the Board at meetings.

**SECTION I: BOARD MEMBER ATTENDANCE**

**1.1. Physical Attendance Requirement for Quorum.** In accordance with Section 2.01 of the Act, a quorum of the Board members must be *physically* present at the location of any open or closed meeting.

**1.2. Attendance by Other Means.** In accordance with Section 7 of the Act, when a quorum of the Board members is *physically* present at a meeting, a majority of the Board members *physically* present may allow other members of the Board to attend the meeting by video or audio conference ("Other Means") if the particular Board member is prevented from physically attending due to:

- (a) Personal illness or disability;
- (b) Employment purposes or the business of the Board; or

(c) A family or other emergency.

**1.3. Prior Notice for Attendance by Other Means.** If a Board member wishes to attend a meeting by Other Means, they shall notify the Fund's Executive Director at least one (1) business day prior to the meeting, unless advance notice is impractical.

## **SECTION II: RIGHT TO RECORD OPEN MEETINGS**

**2.1.** In accordance with Section 2.05 of the Act, any person may record the proceedings required to be open by the Act by tape, film, or other means, subject to the following reasonable rules:

**(a) Prior Notice.** Any individual who desires to record the proceedings of an open meeting must, at the commencement of the meeting, or as soon as practicable, verbally announce to the Board and all other members of the public in attendance at such meeting his or her:

(i) desire to record the proceedings and the means by which he or she intends to make such recording;

(ii) full name;

(iii) entity, organization, and/or employer affiliation; and

(iv) telephone number and mailing address.

**(b) Audience Release.** Any individual who remains in attendance at a meeting after proper announcement that such proceedings will be recorded gives his or her implicit permission to be recorded. No written releases are required.

**(c) Designated Location.** The Executive Director will designate a particular location(s) for recording equipment. The movement of people using recording equipment will be restricted to the designated location(s) for the duration of the meeting.

**(d) Minimal Disturbance.** Any individual recording the proceedings shall take all reasonable efforts to ensure the recording activity does not disturb the meeting or impair the ability of other meeting participants or members of the public from viewing the meeting.

**(e) Witness Exception.** If a witness at any meeting required to be open by the Act refuses to testify on the grounds that he or she may not be compelled to testify if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her during the testimony, the Board shall then prohibit such recording during the testimony of the witness.

**(f) Violation.** Any individual found to be in violation of these rules will be dismissed from the remaining duration of the meeting.

### SECTION III: RIGHT TO ADDRESS THE BOARD AT MEETINGS

**3.1.** In accordance with Section 2.06 of the Act, any person shall be permitted an opportunity to address the Board subject to the following reasonable rules:

- (a) **Prior Notice.** Any individual who desires to address the Board shall notify the Fund's Executive Director at least three (3) business days prior to the meeting.
- (b) **Procedure.** Unless specified otherwise by the President of the Board, at the conclusion of all regularly scheduled agenda matters, the Board shall hear comments from members of the public who wish to express their views before the Board. The Board will recognize each individual in the order of notice, and each individual shall begin by specifying his or her:
  - (i) full name;
  - (ii) entity, organization, and/or employer affiliation; and
  - (iii) subject matter to discuss.
- (c) **Time Limitation.** Subject to the discretion of the Board, each individual shall be limited to no more than five (5) minutes.
- (d) **Restrictions.** Public comments are not to be repetitive or disruptive and may not be used to solicit business.

**BE IT RESOLVED THAT,** the Board approves and adopts these rules.

KENNETH A. HAUSER	President
CAROL L. HAMBURGER	Vice President
BRIAN E. WRIGHT	Recording Secretary
THOMAS A. BEYNA	Trustee
CAROLE L. BROWN	Trustee
HAYDEE CALDERO	Trustee
KURT A. SUMMERS, JR.	Trustee
EDWARD M. WODNICKI	Trustee

Adopted: 10/26/2018