

CMAP public participation policy

Statement of policy: This policy applies to public bodies convened by CMAP that are subject to the Illinois Open Meetings Act (“public bodies”).

Statement of purpose: This policy provides structured, meaningful, and germane public participation in CMAP public bodies.

Procedures of policy:

1. CMAP provides the opportunity for public comment. Public comment is a standard agenda item for meetings of CMAP public bodies. Public comment is included on CMAP public body meeting agendas following “Other Business”. Public comments must be germane to the business of the specific public body. The order of the public comment may be modified at the discretion of the executive director or chair.
2. Public comment will be allowed when germane to the business of the public body. In-person, virtual, and email public comment is permissible.
3. The total cumulative time of all public comment shall be limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per individual unless the Chair designates a longer or shorter time period. If a member of the public fails to abide by the relevant time limit for comment, the Chair may interrupt the speaker and proceed to the next commenter or agenda item.
4. Submitting public comment before the meeting: individuals are encouraged to submit comment by emailing info@cmap.illinois.gov at least 24 hours before the meeting, or in writing to: CMAP 433 W. Van Buren St., Ste 450, Chicago, IL 60607. The email or written comment should include:
 - Commenter’s name
 - Affiliation (optional)
 - Committee to address
 - Comment, indicating the related agenda item

CMAP will maintain a record of all written public correspondence and make it publicly available.

5. Submitting comment on the meeting day:
 - In-person speakers need to complete a public comment card and submit to CMAP staff prior to the Public Comment item on the agenda.
 - Virtual participants will be prompted to add their name to the virtual meeting platform’s chat box to indicate their intent to speak.

6. The meeting chair shall invite public comment in this order:
 - Comments from in-person attendees submitted ahead of time
 - Comments from in-person attendees not previously submitted
 - Comments from virtual attendees submitted ahead of time, and
 - Comments from virtual attendees not previously submitted.

7. The meeting chair may interrupt any speaker who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs, distracts from, or otherwise impedes the orderly conduct of a meeting.