

**THE RETIREMENT BOARD
of the
FIREMEN'S ANNUITY AND BENEFIT FUND
OF CHICAGO**

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OFFICE USE ONLY**

File # _____

Company: _____

**FIREMEN'S ANNUITY AND BENEFIT FUND
POLICY FOR ADDRESSING THE RETIREMENT BOARD**

The purpose of this policy is to establish guidelines for persons who desire to address the Retirement Board (Board) of the Firemen's Annuity and Benefit Fund of Chicago (Fund), as required by Section 2.06(g) of the Open Meetings Act [5 ILCS 120/1].

1. A person seeking to address the Board must file a request in writing with the Board.
 - The request must be submitted to the Executive Director of the Fund no later than 5 business days prior to the date of the meeting at which the appearance is requested. A form for this purpose is provided on the back of this policy.
 - The request must contain the name, address, and telephone number of the person who wishes to appear and should indicate whether they are a member of the Fund.
 - The request must clearly describe the matter to be discussed before the Board.
 - The request must include any material to be presented to the Board.
2. Presentations must be limited to issues of concern before the Board, and shall not contain comments of a personal nature directed towards individual board members, Fund employees or any other individual.
3. Persons appearing before the Board will each be allotted three (3) minutes for the purpose of making their public comments. It is the Chair's prerogative to extend the time allotted to any speaker given the other matters on the Board's agenda.
4. Any person who does not comply with these guidelines will not be allowed to speak. Any person scheduled to address the Board who fails to abide by these guidelines while speaking to the Board may be escorted from the proceedings. These guidelines are subject to change without notice.
5. This policy/request form as well as the Board's meeting calendar is available on the Fund's Website FABF.org

