

# Addressing the Retirement Board Policy

## **The Retirement Board of the Firemen's Annuity and Benefit Fund of Chicago**

20 South Clark Street – Suite 1400  
Chicago, Illinois 60603

(312) 726-5823  
(800) 782-7425

Adopted  
Revised

August 15, 2012  
June 18, 2018

The purpose of this policy is to establish guidelines for persons who desire to address the Retirement Board (the "Board") of the Firemen's Annuity and Benefit Fund of Chicago (the "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 may file a written "Request to Address the Retirement Board" form which will be available from staff at the time of the meeting. There is no requirement that a form be completed prior to a person addressing the Board.
2. Presentations should be limited to issues of concern before the Board, and shall not contain any profanity, comments of any personal or derogatory nature directed towards individual board members, Fund employees or any other individual.
3. Persons appearing before the Board will each be allotted five (5) 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 addressing the Board who fails to abide by these guidelines may be escorted from the proceedings. The Board, at its discretion, may accept written comments at its meetings.
5. The policy form as well as the Board's meeting calendar are available on the Fund's Website: <http://www.FABF.org> This Policy is subject to change without notice in accordance with applicable law.
6. Individuals seeking to address the Board must be present to provide their comments at the appropriate time set forth in the Board's meeting agenda for Public Comment.

**REQUEST TO ADDRESS THE RETIREMENT BOARD**

**To be forwarded to the Executive Director**

**FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**

**20 S CLARK STREET SUITE 1400**

**CHICAGO IL 60603-1899**

*Please note that it is not necessary to provide this information in order to address the Board*

Name and/or Organization:  Member of the Fund: <input type="checkbox"/> Yes or <input type="checkbox"/> No Member identification # _____	Address:  Telephone #
Topic of Presentation:	
Signature _____ Date of Request: _____	
<i>Office Use Only</i> Received by the Fund on: _____ Proposed Meeting Date: _____	