

Chicago Transit Authority ADA Advisory Committee Meeting Revised Public Comment Process

Public comment is accepted at the Chicago Transit Authority's (CTA's) regularly scheduled quarterly ADA Advisory Committee Meetings held in the 2nd floor Boardroom of the CTA's headquarters located at 567 W. Lake St., Chicago, Illinois, 60661.

Confirmation of speaking requests to the CTA ADA Advisory Committee, are only confirmed after the ADA Facilitator is in receipt of, and acknowledges receipt of, the signed speaker request form. Be sure to read the information below before submitting your form. A signed [speaker request form](#) (attached to this document) is only valid for one Committee meeting.

1. ADA Advisory Committee Meeting Date and Times

The regularly scheduled quarterly meetings of the CTA ADA Advisory Committee are held on the second Monday of January, April, July and October from 1:30 – 4:00 p.m. (In the event that Monday is a holiday, the meeting is held the following day, Tuesday).

The period for public comment will take place during the committee meeting and will be one of the first items on the committee agenda.

In addition to completing the Public Comment Form, all public comment speakers must sign in with the CTA ADA Facilitator in the 2nd floor Boardroom of the CTA's headquarters located at 567 W. Lake St., Chicago, Illinois, 60661 by 1:25 p.m. on the day of the meeting. Failure to arrive and sign in by 1:25 p.m. will result in the speaker losing his or her speaking reservation.

Meeting dates and time are subject to change, so please access the [ADA Advisory Committee page](#) to confirm the actual date and time of each quarterly meeting.

2. Speaker Selection

A maximum of five speakers may appear before the Committee during each meeting, with each speaker allotted three minutes to address the Committee. Speakers who wish to address items on that Committee day's agenda, which is posted online prior to each meeting, shall have priority for the five available speaker slots.

Individuals who wish to speak at Committee meetings must contact the ADA Facilitator no later than 12:00 noon on the Thursday before the Committee meeting. Individuals will be selected on a first – come, first served basis, with the exception that as stated above, speakers who wish to address items on the day's agenda will have priority. The ADA Facilitator also reserves the right to give further priority to individuals who have not recently addressed the Committee. Potential speakers should complete a short form which can be found [here](#) and email that form to Amy Serpe, ADA Facilitator at aserpe@transitchicago.com no later than 12:00 noon on the Thursday prior to the Committee meeting. Speakers may also fax the form to 312-681-4297. Alternatively, potential speakers without computer access may contact Ms. Serpe by phone or mail:

a. Phone - 312-681-2608

b. Mail - Amy Serpe – CTA ADA Facilitator, 567 West Lake Street, #10-31-08, Chicago, IL 60661

Potential speakers must include some form of contact information in order to receive confirmation as to whether or not they may speak at the Committee meeting.

3. Speaker Identification and Limitations

Before the meeting begins, each potential speaker must complete and sign the form referred to above. The potential speaker is required to identify name, address, and phone number (address and phone number will remain confidential), as well as the topic of his or her comments. Comments should be limited to topics within the purview of the ADA Advisory Committee. Comments regarding pending bids containing explicit political endorsements, constituting personal attacks, containing obscenity, or otherwise disrupting the business to be conducted at the meeting will not be allowed. Anyone who does not agree to these terms will not be allowed to speak. Moreover, persons who fail to abide by the terms of this policy while speaking at the meeting may be escorted from the proceedings.

4. Written Comments

Written comments for the ADA Advisory Committee will be accepted at Committee meetings, whether from speakers during the public comment period of a meeting, or from individuals who wish to speak but are not selected. The comments will be distributed at the Committee meeting.

As with the terms for spoken comments, written comments should be limited to topics within the purview of the ADA Advisory Committee. Comments regarding pending bids, containing explicit political endorsements, constituting personal attacks, or containing obscenities will not be allowed. Written comments that fail to abide by the terms of this policy will not be accepted.

Individuals may provide written comments via fax, e-mail, or regular mail as outlined above no later than 2 days before the meeting.

5. Record Keeping

Transcripts of all spoken comments and copies of all written comments will be kept within the ADA Unit. Edited remarks and the names of the speakers who made them become part of the meeting minutes. Individuals who wish to access the public comments must contact the CTA's Freedom of Information Office at FOIA@transitchicago.com.

CTA ADA Advisory Committee Public Comment Speaker's Form

Please be aware that your testimony will be part of the meeting's public record. To maintain your privacy, you may wish to identify yourself by only your name and neighborhood when speaking to the Committee. The address and phone number you provide below will remain confidential.

Date:

Name:

Street Address:

City, State, Zip Code:

Phone Number:

Topic of Comments:

Public Comment Policy:

Comments should be limited to topics within the purview of the ADA Advisory Committee. Comments regarding pending bids, containing explicit political endorsements, constituting personal attacks, containing obscenity, or otherwise disrupting the business to be conducted at the meeting will not be allowed. Anyone who does not agree to these terms will not be allowed to speak. Moreover, persons who fail to abide by the terms of this policy while speaking at the meeting may be escorted from the proceedings.

Speaker's Authorization

I have read the public comment policy, and I understand that failure to agree to the above terms will disqualify me from addressing the Chicago Transit Authority ADA Advisory Committee at this meeting. I also understand that failure to abide by these terms may result in my expulsion from the proceedings.

Furthermore, I hereby certify that the following three statements are true and that I agree to them as the terms under which I may address the CTA ADA Advisory Committee today.

1. I do not represent in any way—either as an owner, member, employee, agent, or attorney—a company, person, or entity that has submitted a bid to conduct business with the CTA within the past 12 months;
2. I have not filed, participated in, or had an interest in a claim or lawsuit involving the CTA within the past 12 months;
3. I will not address any matter which is the subject of a bid, contract, claim, or lawsuit involving or referencing the CTA.

Signature

Date