

### **Commission Meeting Rules (Approved July 2015)**

The Commission on Animal Care and Control (Advisory Board) values the attendance of the public at its meetings at the opportunity to receive comments on matters concerning the Board or Chicago Animal Care and Control. The Commission will treat members of the public with courtesy and respect, and expects that the public will treat Commission members and CACC employees in a similar manner.

With the goal of facilitating open access and productive discussion, the Commission has adopted the following rules governing conduct at Board meetings:

1. Any member of the public who is unable to attend the meeting, but wishes to provide comment to the Commission may do so by emailing [ASKCACC@cityofchicago.org](mailto:ASKCACC@cityofchicago.org). Timely comments received by email will be shared to the Commission members prior to the meeting.
2. An individual wishing to address the Commission during the public comment portion of the meeting must register in person the day of the meeting at the sign-in desk and complete a speaker's card. Registration will open 15 minutes before scheduled start time of meeting and will close 5 minutes after the meeting begins.
3. Once called upon by the Commission, the speaker must appear individually and come to the podium or designated speaking area, state his/her name and address, and identify any group represented.
4. Due to time constraints, each speaker is limited to two minutes and must conclude when asked to do so by the Commission member acting as chair. Each speaker will be given a 30 second warning prior to the expiration of their allotted speaking period.
5. The Commission is allotting a maximum of 30 minutes at each meeting designated specifically for public comment. The acting Chairperson will select at random from all timely submitted speakers cards and allow each speaker a maximum of two minutes until the designated 30 minute speaking session is completed or until there are no additional timely submitted speakers cards.
6. The public comment portion of the meeting is strictly intended for the public to provide information to the Commission. The Commission will not immediately address questions raised during the public comment section, regardless of the content of the question. Answers to questions raised during public comment relevant to the Commission or CACC may be provided by the Commission at next regularly scheduled Commission meeting. In the alternative, if any visitors wish to address the department with questions directly they may reach out to the appropriate contact person on the attached "CACC Departmental Contact List"
7. Personal attacks, obscene language, fighting words, threats, and any attempts to incite violence, are strictly prohibited.

Violation of any of the above rules may result in the violator being asked to remove themselves from the meeting by security. Any obscene, threatening or any other language creating a threat to public safety may result in the meeting being adjourned immediately.

**CACC Contact Guide**  
*Updated September 2015*

**Answers to Questions or Comments:**

To email Chicago Animal Care and Control directly about a question or concern, please email:  
[ASKCACC@cityofchicago.org](mailto:ASKCACC@cityofchicago.org).

To submit feedback to the City of Chicago, including Chicago Animal Care and Control you may visit City Feedback: <https://webapps1.cityofchicago.org/eforms/>

You may also **call 311** and request a citizen comment service request be generated.

CACC's Automated General Information line is 312-747-1406 (note this is an automated service only)

**Requests for Records:**

For formal requests for records from Chicago Animal Care and Control, you must submit a request pursuant to the Freedom of Information Act.

The Freedom of Information Act (FOIA) is a state law that provides citizens with access to public records. Each City department is a separate agency responsible for maintaining its own records, so requests should be submitted to the department that maintains the records you want.

All Freedom of Information requests submitted to City of Chicago departments must include the following information:

The name, mailing address and contact information of the requester; A description of the records that are being requested.

For Animal Care and Control FOIA requests, write to:

**Email:** **ACCfoia@cityofchicago.org**

**Fax:** **(312) 747-1409**

**Mail:** **2741 South Western Avenue**  
**Chicago, IL 60608**

Please note that all FOIA requests are posted online. FOIA requests are public information, and when you submit a FOIA request, your name and information about the request will be made available on the City's website.

Please be specific about the information you are seeking, and indicate the exact locations and dates. Please indicate in your request how you would like the information sent to you (via email, mail, or available to pick up at our office).