

## **EMERGENCY RULES GOVERNING THE CONDUCT OF REMOTE PUBLIC COMMISSION MEETINGS AND PROVISIONS FOR REMOTE PUBLIC PARTICIPATION**

The following Emergency Rules are issued by the Chairman of the Commission on Chicago Landmarks of the City of Chicago (the “Chairman”, “Commission” and the “City”) in accordance with the Chairman’s emergency rule-making powers pursuant to that certain rule adopted by the Commission pursuant to a resolution at the Commission’s regular meeting on June 4, 2020 (the “Emergency Rule Resolution”)<sup>1</sup>.

These Emergency Rules are effective as of February 18, 2022, and shall remain in effect until there is no longer a disaster proclamation issued by the Governor of the State of Illinois or the Director of the Illinois Department of Public Health relating to public health concerns for Cook County. At such time these Emergency Rules shall be repealed of their own accord.

The Chairman may rescind, suspend or amend these Emergency Rules as circumstances dictate. During the period the Emergency Rules are in effect, they supersede any conflicting rules and regulations regarding the conduct of meetings of the Commission (including rules and regulations regarding public participation) as such rules and regulations are set forth in the Commission’s Rules (eff. December 7, 2006, as amended February 3, 2011, and June 4, 2020) (the “Regular Rules,” Article I, Section F of which now codifies the rule adopted pursuant to the Emergency Rule Resolution). Capitalized terms not defined in these Emergency Rules shall have the same meanings as set forth in the Regular Rules. All references herein to the Commission herein shall also include the committees thereof, including its Permit Review Committee and Program Committee. These Emergency Rules also hereby replace in their entirety those certain Emergency Rules issued by the Chairman as of January 19, 2021.

The purpose of these Emergency Rules is to permit the Commission to conduct its meetings while taking appropriate measures consistent with the guidance from the City Council, the Governor, the United States Centers for Disease Control and Prevention, the Illinois Department of Public Health and the Chicago Department of Public Health to mitigate the contagion and spread of the COVID-19 virus.

These Emergency Rules address the manner in which the Commission will conduct its meetings to comply with recommended social distancing and social isolation practices to mitigate contagion and protect and promote the health and well-being of the general public, Commission staff and members of the Commission.

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<sup>1</sup> A copy of the Emergency Rule Resolution may be found at: [www.cityofchicago.org/ccl](http://www.cityofchicago.org/ccl).

### **Chairman's Powers**

Like the Regular Rules, all powers granted to the Chairman under these Emergency Rules shall apply, if applicable, to the Vice Chairman.

The Chairman shall have the power and authority to continue any application or other agenda item appearing on any regular or special meeting agenda that the Chairman, in his sole and absolute discretion, does not believe can adequately be heard at such meeting. This power and authority shall not require the presence of a quorum and may be exercised outside of a Commission meeting. The Chairman or his designee may instead notify the applicant prior to the day of the Commission meeting that the application or other agenda item has been continued until such time that these Emergency Rules are repealed. Such notification shall be in writing. In the event that the Chairman or his designee has notified the applicant that the application or other agenda item has been continued to another Commission meeting, the notification may specify what must be done prior to the application or other agenda item being heard at such meeting.

### **Virtual Commission Meetings and Quorum**

The Commission's regular, special and other meetings shall not require the physical presence of a quorum of Commission members or any number of Commission members at a single meeting location or any one location. The Commission may conduct its regular, special and other meetings via telephone, teleconference, closed-circuit television or via other electronic media at multiple locations provided that the public portions of such meetings (i.e., those portions not closed pursuant to the applicable provisions of the Open Meetings Act) shall be simulcast to the general public via livestreaming or other means to permit the general public to monitor the conduct of the Commission's business and to engage in public participation. An electronic recording of the virtual meeting shall be preserved.

In the event that the Chairman, in his sole and absolute discretion, finds that the telephone, teleconference, closed-circuit television or via other electronic media fails to allow the Commission to adequately conduct any regular or special meeting, the Chairman shall immediately postpone the virtual meeting until such time that the virtual meeting may resume.

### **Virtual Hearings on Agenda Items**

Virtual hearings on agenda items are held at the Commission's regular meetings and may be held at the Commission's special or other meetings. The physical presence of applicants or other affected property owners, their attorneys and their witnesses shall not be required. They will not be invited into the designated meeting locations from which each or any of the Commission members are participating in the virtual meeting. Instead, applicants or other affected property owners, their attorneys and their witnesses shall participate in the virtual hearings via telephone, teleconference, closed-circuit television or via other

electronic media. Commission staff shall communicate with applicants or other affected property owners, or, if applicable, their attorneys, as to how this participation shall occur.

In the event that an applicant does not wish to participate in a virtual hearing, the applicant is free to request a continuance until such time that these Emergency Rules have been rescinded. Such a continuance request may be made prior to the virtual hearing in the form of a written request addressed to the Chairman. Upon receipt, the Chairman or his designee shall provide a written acknowledgment to the applicant that the application or other agenda item shall not be heard prior to the Emergency Rules being repealed.

### **Public Participation at Virtual Meetings**

#### **Written Public Comment for Virtual Commission Meetings**

The Commission acknowledges that it has never held virtual meetings before. The Commission further acknowledges that its technological abilities to conduct virtual meetings are limited. Therefore, to ensure equity of access to address the Commission, the Commission highly encourages that members of the public submit their comments in written form.

Any written comment must be received in advance of the Commission meeting. The Commission will accept written comments on any and all agenda items up to twenty-four (24) hours prior to the regular, special or other Commission meeting at which the application or other agenda item is scheduled to be heard. For instance, if a member of the public wishes to comment on an agenda item scheduled to be heard at a regular meeting of the Commission, the member of the public must provide written comment to the Commission no later than 12:45 PM on the Wednesday prior to such regular meeting.

Members of the public shall send all written comment to the following email address: [ccl@cityofchicago.org](mailto:ccl@cityofchicago.org). The subject line of the email shall specify the Commission agenda item and property address for the agenda item (if applicable) so that the written comment can be properly filed with the Commission. Due to technological limitations, written comment shall be accepted only in the following formats: (1) body of the email; (2) word document; and (3) PDF. Written comment submitted in alternate formats shall not be considered. All written comments shall become part of the Commission's record and shall be available for public viewing during the virtual meeting at [www.chicago.gov/ccl](http://www.chicago.gov/ccl). Written comment received after the deadline shall not be considered. Written comment containing racist, homophobic, violent, pornographic or other similar statements or images shall not be considered. Written comment containing personal attacks shall also not be considered.

For all agenda items where a vote is to be taken by the Commission, the property address(es) relevant to matters under consideration shall be posted on the Commission website. For agenda items where no vote is to be taken, for example, at a Program Committee meeting where individuals provide suggestions for landmark designation, the specific addresses are not required to be listed in the agenda.

## **Public Speaking at Virtual Commission Meetings**

Members of the public ***wishing to speak*** at a virtual Commission meeting must join the Zoom meeting by selecting the Zoom link (“Click here to join the Zoom meeting”) from the Commission’s website at:

[www.chicago.gov/ccl](http://www.chicago.gov/ccl)

Members of the public ***only wishing to view*** the virtual Commission meeting should select the link to the livestream (“Click here to access the livestream”) from the above website.

It is anticipated that the Commission will hear all public testimony at one time prior to the commencement of the hearings on all the agenda items (including the presentations by City staff and applicants or other affected property owners) at or near the beginning of the regular, special or other meetings. Members of the public wishing to speak must have joined and signed in using their first and last name to the virtual meeting by the start time indicated on the meeting notice. Members of the public not signed in when the Chairman asks for comments on a specific agenda item will not have the opportunity to speak. The Chairman, in his sole and absolute discretion, may make exceptions to this rule. The Chairman may issue supplemental rules regarding public speaking (and/or public comment) for special and other Commission meetings and may include such supplemental rules in the public notices for such special and other Commission meetings.

At the Commission meeting, the Chairman will call for comments on a specific agenda item and those members of the public wishing to speak regarding this item must indicate this by using the “raise your hand” function. Members of the public not using a smartphone or computer and instead opting to phone in to the meeting should press \*9 to activate the raised hand function and do the same to de-activate it. Once unmuted, the speaker should say their full name and organization, if any, they represent. Each speaker will be allocated no more than three (3) minutes to speak.

The physical presence of those members of the public requesting to speak shall not be required at the Commission meeting. They will not be invited into the designated meeting locations from which each or any of the Commission members are participating in the virtual meeting. Instead, they shall participate in the virtual hearings via telephone, teleconference, closed-circuit television or via other electronic media using links or information posted on the Commission’s website at [www.chicago.gov/ccl](http://www.chicago.gov/ccl).

## **Public Observation of Virtual Commission Meetings**

Members of the public that wish to view ***BUT NOT SPEAK*** at the Commission’s virtual meetings should view the meetings via livestream by selecting “Watch the Commission Meeting live” on the Commission's website at:

[www.chicago.gov/ccl](http://www.chicago.gov/ccl)

Members of the public will not be invited into the designated meeting locations from which each or any of the Commission members are participating in the meeting.

**Note:** If you are watching the livestream, you will **NOT BE ABLE TO SPEAK**. If you would like to speak, please follow the instructions set forth above.

The above "EMERGENCY RULES GOVERNING THE CONDUCT OF REMOTE PUBLIC COMMISSION MEETINGS AND PROVISIONS FOR REMOTE PUBLIC PARTICIPATION" are hereby issued by the Chairman of the Commission on Chicago Landmarks.



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Chairman  
Commission on Chicago Landmarks

