

GREG TROZAK, CHAIR
GREG BEST, VICE CHAIR
FLOYD ALLEN, TRUSTEE
JOHN CLARK, TRUSTEE
ANDY DILLON, TRUSTEE
CHET OPOLSKI, TRUSTEE
THOMAS SHEEHAN, TRUSTEE
SHIRLEY BERGER, EX OFFICIO

CITY OF DETROIT
POLICE AND FIRE
RETIREE HEALTH CARE TRUST

79 ALFRED STREET
DETROIT, MICHIGAN 48201

MEETING PARTICIPATION GUIDELINES

It is the policy of the Board to welcome the participants and beneficiaries of the City of Detroit Police and Fire Retiree Health Care Trust (the “RHC Trust”) to observe Board meetings to learn about the operations and activities of the RHC Trust, and to share comments relating to the RHC Trust’s operations and activities. Accordingly, an “Open Forum/Participant Comment” agenda item will be placed on the Board’s meeting Agenda and will generally be called at 10:00 a.m. The Board Conference Room is limited in size and seating. Participants and/or beneficiaries planning to attend a meeting are encouraged to contact the Board Secretary at least one week prior to the meeting so the Board may plan accordingly.

The purpose of public comment is to alert the Board to topics not on the agenda or to provide the speaker an opportunity to address an item on the Board’s Agenda. Speakers shall be limited to two (2) minutes, and **only one speaker will be heard on each topic**. Groups appearing before the Board shall designate a single speaker to address the Board on the group’s behalf. Any person causing a breach of the peace may be removed from a meeting in the Board’s discretion. The Chairperson shall request the assistance of law enforcement officers in the removal of any disorderly individual who refuses to leave upon request. The Board shall retain the right to terminate public comment at any time during a meeting if these Guidelines are not followed.

Participant Comment. The following rules and procedures shall apply during all meetings:

- a. The Board shall reserve a reasonable time for participant comment, which generally shall be limited to thirty (30) minutes.
- b. Board members may have the privilege of questioning speakers, but shall not be obligated to answer questions or make statements or commitments on issues brought by the participants.
- c. A person desiring to speak during the “Open Forum/Participant Comment” portion of the meeting shall be recognized by the Chairperson.
- d. Speakers shall direct their comments to the Board and not to individual Trustees, staff or other audience members.
- e. Each speaker shall be allowed to speak once per Board meeting and shall be limited to two (2) minutes unless an extension is approved by a majority of the Board.
- f. If the number of speakers desiring to be heard is so extensive that the time limit for the comment portion of the meeting would be inadequate, the Board may vote to shorten the time limit allowed to each speaker, but the limit shall not be less than one (1) minute.
- g. The Chairperson may extend the time limit, if necessary, so that no one is denied the right to address the Board.

- h. If a delegation is present to discuss an agenda item, a single spokesperson should be designated to make the presentation for the group.

Prohibited Conduct

- a. Complaints or attacks about a Board member or employee which would constitute an unwarranted invasion of privacy or which are unrelated to the way in which a member or employee performs related duties shall not be permitted unless the Board otherwise allows such comments.
- b. The Chairperson, in consultation with General Counsel, shall judge the appropriateness of such complaints to be aired publicly.
- c. If it is judged that a complaint is not appropriate for open discussion, the Chairperson shall judge whether it justifies Board consideration at a future executive session of the Board as requested by the individual complained against.
- d. If the complaint is to be considered later, the complainant shall be asked to reduce it to writing and formally present it to the Board for proper investigation.
- e. Speakers are expected to express themselves responsibly and courteously and with due respect for the fact their views and opinions may not be shared by all present. The following are examples of irresponsible or discourteous expression:
 - i. Denigrating Board members, staff, or other audience members;
 - ii. Speculating on the motives of Board members, staff, or other audience members; and
 - iii. Complaints about Board Members or staff that have not been brought to the Board's attention through appropriate channels.
- f. Obscene, vulgar, abusive or threatening language will not be tolerated. Individuals who use such language will be asked to leave the meeting.

PARTICIPANT COMMENT FORM

Name: _____

Date of Birth: _____

Pension Number (optional): _____

Retirement Date: _____

Address: _____

Telephone Number: _____

Email address: _____

Agenda Item / Topic of Discussion
