

 **TO ADDRESS THE RMTD BOARD OF TRUSTEES AT THE**

**SCHEDULED BOARD MEETINGS, PLEASE DO THE FOLLOWING:**

 RMTD Board Meetings are typically the fourth Monday of each month but are subject to change from time to time at the discretion of the RMTD Board of Trustees. If you would like to address the RMTD Board of Trustees at a scheduled Board Meeting, please do the following:

You must submit a request to RMTD in writing and it must be received by the RMTD Administrative Office no later than 3:00 p.m. on the day of the meeting which the speaker wishes to address. Please submit one of three ways:

 via hand-delivery or send by mail to:

 RMTD

c/o Executive Assistant

520 Mulberry Street; 2nd Floor

Rockford, IL 61101

Or by

Fax to: 815-961-9892

Or by

Email: ejenkins@rmtd.org



RMTD BOARD OF TRUSTEES PUBLIC PARTICIPATION GUIDANCE

1. **Each speaker shall be limited to five (5) minutes to address the RMTD Board of Trustees**. No visual aids may be used by the speakers during the meeting. Speakers may submit written material to the Executive Assistant with their written request. When addressing the RMTD Board of Trustees, **please note this will not be a question-and-answer format.**
2. Speakers may address an item on the agenda for that meeting, or may address an RMTD issue; however, speakers may not address pending or threatened litigation involving the RMTD.
3. Upon receiving your request, your name will be automatically added to the Board agenda. Follow up will only ensue if the Board meeting is cancelled or rescheduled.
4. Any Public Speaker that addresses the RMTD Board of Trustees must adhere to the RMTD Code of Conduct and act in a civil manner while addressing the Board of Trustees. Violators will be subject to removal from RMTD property.

 **\*RMTD Board Meetings are subject to change at the discretion of the RMTD Board of Trustees.**