

BOARD OF TRUSTEES
EMPLOYEES' RETIREMENT FUND
CITY OF DALLAS
SPEAKER'S POLICY AND PROCEDURE

I. POLICY

In the discharge of its duties the Board of Trustees (Board) of the Employees' Retirement Fund of the City of Dallas (Fund) may entertain from time to time requests from persons wishing to address the Board. Furthermore, the Board will always listen to active, inactive, and retired Fund members on subjects relating to either their benefits or the investment of funds in accordance with the procedures outlined below. Speakers may address the Board at the Board's discretion in accordance with the procedures outlined below.

II. PROCEDURES

- A. A person asking to address the Board on items pertaining to the business of the Fund must first register with the Executive Director and provide the following information: name, home address, daytime telephone number, the subject matter to be presented. A person may register in person or by telephone. The earliest a person may register for an upcoming Board meeting is 5:00 p.m. on the next business day following the previous Board meeting and the deadline is 5:00 p.m. three (3) business days prior to the upcoming Board meeting. There will be no substitution of speakers.
- B. Speakers may request speaker privileges after the agenda is officially posted in order to address the Board on a specific agenda item. The deadline is 3:00 p.m. on the business day prior to the Board meeting. The Executive Director will prepare a speakers' list to accommodate these requests. There will be no substitution of speakers.
- C. A person who registers to speak on an item posted on a Board meeting agenda will be called on at the time the item is considered by the Board.
- D. Speakers will be limited to three minutes. However, Board member questions to the Speakers will not be counted against the three minute limit.
- E. Whenever it is necessary for a speaker to use an interpreter to translate his or her comments to the Board, the time required for the translation will not be counted against the time allotted for the speaker.
- F. The Chair may at his or her discretion change both the time limits and the arrangement of presentation to accommodate a group of speakers.
- G. The Chair may at his or her discretion direct placement of cameras so they do not intrude on the conduct of the meeting.
- H. All speakers must direct their comments to the Chair or presiding officer rather than individual Board members or staff.
- I. The Chair is authorized to direct removal of any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Board or while attending the Board meeting.