

Chicago City Council - Public Seating Policy

Pursuant to authority that the City Council has vested in the Sergeant-at-Arms in Rule 49 of the Rules of Order and Procedure of the City Council of the City of Chicago, the Sergeant-at-Arms issues this Public Seating Policy.

1. Definitions:

“City Council” means the City Council of the City of Chicago.

“City Council Chamber” means the regular meeting location of the City Council at City Hall.

“Second-Floor Gallery” means the public seating area of the City Council Chamber located on the second floor of City Hall.

“Third-Floor Gallery” means the public seating area of the City Council Chamber located on the third floor of City Hall.

“Meeting” means a meeting of the City Council that is required to be open to the public under the Open Meetings Act (5 ILCS 120/1 et seq.).

“Sergeant-at-Arms” means the Sergeant-at-Arms of the City Council.

2. Admission to the Viewing Galleries:

Third-Floor Gallery Admission. The public is admitted to the seventy (70) Third-Floor Gallery seats on a first-come, first-served basis. Reservations are not accepted for seating in the Third-Floor Gallery. The line for general admission forms in the main lobby on the first floor of City Hall and shall not be formed prior to one hour before the scheduled starting time of a Meeting.

Second-Floor Gallery Admission. Seating in the Second-Floor Gallery is available for: (i) individuals who need step-free access to public seating and reserve a space (see Item 3), (ii) City staff, and (iii) other individuals, and groups, that have reserved seats (see Item 3). In the event additional Second-Floor Gallery seats become available during a Meeting and the Third-Floor Gallery is at capacity, those Second-Floor Gallery seats will be made available to non-reserving members of the public. Five (5) Second-Floor Gallery seats will also be kept open for the first half-hour of a Meeting for non-reserving individuals who need step-free access to public seating, and additional seats may be allocated for this purpose on a case-by-case basis if needed.

3. Reserved Seats:

How to Reserve Seats. An individual or group wishing to reserve Second-Floor Gallery seats can do so by calling (312) 744-6800 or emailing CityCouncilSeating@cityofchicago.org no more than two weeks, and no less than 48 hours before a scheduled Meeting. These seats are reserved on a first-come, first-served basis. When reserving seats, you must provide to the Sergeant-at-Arms: (i) the name of the

individual, or representative of the group, requesting the reservation, (ii) the name or title of the group and the names of the individuals in that group, if a group reservation is being requested, (iii) the number of seats requested, and (iv) email and telephone contact information. Group size is limited to fifteen (15) individuals, and the Sergeant-at-Arms reserves the right to further limit group size based on seat availability. Individuals with reservations, whether as individuals or as part of a group, will be asked to show a City, State, Federal, or school-issued I.D. prior to admission.

Release of reserved seats. If the Third-Floor Gallery is at capacity, the Sergeant-at-Arms: (i) will release Second-Floor Gallery reserved seats for general admission when the reserving individual(s) vacate their seats for the rest of the Meeting, and (ii) may release reserved seats for general admission if the reserving individual(s) have not arrived within half an hour after the start of a Meeting and have not notified the Sergeant-at-Arms that they have been delayed and are on their way.

4. Public Comment:

In-person public comment will take place from a microphone in the Third-Floor Gallery. In-person public commenters who need step-free access to the City Council Chamber will be provided with a microphone in the Second-Floor Gallery.

5. Additional Access Needs:

Individuals with any other access needs (e.g. blind/low vision, deaf or hard of hearing, sensory or any other disabilities) can call (312) 744-6800 or email CityCouncilSeating@cityofchicago.org for assistance. Please call or email at least 48 hours before a scheduled Meeting.

6. Superseder; Policy Review:

This Policy supersedes any prior Public Seating Policy in effect on the below date, and will be subject to a review and reassessment four (4) months from the below date.

12/7/2023

Date



Sergeant-at-Arms