

BOARD OF TRUSTEES

RULES PERTAINING TO PUBLIC COMMENT



Village Board meetings are not Open Public Forums. Village Board meetings are legislative sessions for the corporate authorities held for the specific purpose of conducting the business of the Village.

While the Village Board is required by law to allow any members of the general public to speak at its meetings. However, the public may speak at Village Board meetings for the limited purpose of addressing the Board with concerns or comments regarding issues of Village business. Village business means those matters for which the Village Board has jurisdiction or authority to act. Matters that do not pertain to Village business will not be heard. The rules below have been adopted to provide an efficient forum for the public to comment on Village business.

When addressing the Village Board for public comment, the following rules are to be strictly observed:

- (1) Speakers are to address the Board from the podium at the front of the room, clearly stating the speaker's name before commenting.
- (2) Each person desiring to speak will be allowed a single, 3 minute comment period.
- (3) A maximum of 30 minutes of public comments will be accepted at each meeting. The Board may extend the comment period at its discretion.
- (4) All public comments shall be addressed to the Board as a whole. No comments may be addressed to individual Board Members, the Village Administrator, Village Attorney, members of Village staff or other members of the public.
- (5) There shall be no debate on any issue raised during public comments. Cross-examination of speakers will not be allowed. Matters raised under public comment may be referred by the President to the Village staff for review.
- (6) Any paper or written statement which the speaker would like to present to the Board should be submitted to the Village Clerk 48 hours prior to the meeting. No handouts will be accepted during the meeting.
- (7) All members of the public addressing the Village Board shall, at all times, maintain proper decorum. Proper decorum includes:
 - a. No person shall speak until recognized by the President.
 - b. All persons shall address the Village Board from the podium. Statements made from the audience shall be out of order.
 - c. All comments shall be courteous, respectful and to the point.
 - d. Statements made shall not impugn motives; be contentious, slanderous or boisterous.
 - e. No obscene or insulting statements shall be allowed.
 - f. Threats or personal attacks are prohibited.
- (8) Any person called out of order by the President shall immediately stop speaking and shall abide by the President's direction.