



# BOARD OF TRUSTEES

## RULES PERTAINING TO PUBLIC COMMENT

Meetings of the Village Board of Trustees are legislative sessions for the corporate authorities, held for the specific purpose of conducting the business of the Village.

Pursuant to the Illinois Open Meetings Act, members of the public are welcome to speak at meetings of the Village Board for the purpose of addressing the Village 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. The rules below have been adopted to provide an efficient forum for the public to comment on Village Business.

### **When addressing the Village Board, in public comment, the following rules shall apply:**

1. Speakers are to address the Board from the podium at the front of the room, clearly stating the speaker's name, and, by option of the speaker, the speaker's address, before commenting.
2. Each person desiring to speak shall be allowed a single period of comment, which may be limited to 3 minutes per speaker, if such time limit is deemed needed to allow all members of the public an opportunity to speak.
3. A maximum of thirty (30) minutes of public comment will be accepted at each meeting; however, the Board may extend the comment period, at its discretion.
4. All public comment shall be addressed to the Village Board as a whole. No comments may be addressed to individual members of the Village Board, the Village Administrator, the Village Attorney, Village staff, or other members of the public.
5. There shall be no debate on any issue raised during public comment. Cross-examination of speakers shall not be allowed. Matters raised under public comment may be referred by the President to Village staff for review.
6. Should a speaker wish to, he or she may tender documents for purposes of adding to comment made orally. Such documents must be tendered to the Village Clerk and shall become part of the record of the meeting at which comment was made.
7. All members of the public addressing the Village Board shall, at all times, maintain proper decorum, which includes:
  - a. No person shall speak until recognized for such purpose by the President.
  - b. All persons wishing to address the Board shall do so from the podium. Statements shall not be made from the audience.
  - c. All comments shall be courteous and respectful to the Village Board and other members of the audience.
  - 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 on any member of the Village Board, Staff or public are prohibited.
8. Any person ruled out of order by the President shall immediately stop speaking and shall abide by the President's direction. Should comment in violation of these rules persist, the speaker may be removed from the room.