



VILLAGE BOARD AND COMMITTEE OF THE WHOLE GUIDELINES FOR PUBLIC COMMENT

PUBLIC COMMENT OPPORTUNITIES

The Village Board encourages public attendance at Village meetings and is interested in hearing comments and opinions from the public. Therefore, the Board has authorized opportunities for public comment at both the Village Board and the Committee of the Whole meetings.

The first opportunity for public comment is at the beginning of the Village Board meeting under "Citizens Wishing to Address the Board". At this time members of the public may address the Board on any items listed on that meeting's agenda or on any topic. At the Committee of the Whole meeting, members of the public may provide comment at the beginning of the meeting only on items listed on that meeting's agenda.

REQUIREMENT FOR PUBLIC COMMENT SIGN-UP

Individuals interested in speaking during public comment must sign-up on the appropriate speaker's list prior to the time on the agenda where the public comment is allowed. Each speaker must list their name, address (optional), telephone number (optional) and subject upon which they intend to speak.

THREE (3) MINUTE TIME LIMIT & LARGE GROUPS

In order to provide the opportunity for all who wish to address the Village Board and/or Committee of the Whole, public comment is limited to three (3) minutes per person per each meeting. Time may not be yielded from one speaker to another. The chair of the meeting shall have the discretion to extend the per person public comment session past three minutes for a particular topic or a particular meeting.

A group of three (3) or more individuals speaking on the same topic are asked to designate a single spokesperson to present the group's public comments.

RESPONSE TO PUBLIC COMMENTS

Members of the public body will not respond to public comments at the public meeting unless directed by the Village President or Chair of the public body. The Village President or Chair will respond to public comments, as he or she deems appropriate, and may direct the speaker to the appropriate Village Official or staff member for assistance.

CIVILITY REQUIRED

Each speaker shall address their subject matter to the Village Board in a reasonable tone and shall focus on the issues and not personalities. Abusive, foul, or other inappropriate language or conduct and/or personal attacks are not permitted.

AUTHORITY OF THE CHAIR

The Village President or Chair has the authority to terminate the public comment session of any person who fails to adhere to these guidelines.