



Memorandum

DATE: December 9, 2010

TO: Members of Boards and Commissions
Department and Division Heads
Staff Liaisons

CC: Peter Coblenz, Village Attorney

FROM: Jennifer Maltas, Assistant to the Village Manager

SUBJECT: Public Comment Policy

Introduction

In 2010, the Illinois General Assembly passed a new law requiring that municipalities allow for public comments at all meetings subject to the Open Meetings Act and adopt a formal policy allowing for public comment. All of the Village's advisory boards and commissions are subject to the Open Meetings Act, and therefore subject to the new policy. The Village Board adopted the policy below at their December 6, 2010 Village Board meeting. Put simply, near the beginning of each board and commission's agenda, a public comment section has to be listed on the agenda. If anyone should sign up for this opportunity, their remarks must be limited to 5 minutes and related to a subject in the purview of the board or commission. This policy is effective immediately. Should you have any questions about the policy, please contact your staff liaison or myself – jmaltas@deerfield.il.us or 847.719.7403.

Public Comment Policy

There shall be a public comment period listed near the beginning of the agenda for all Deerfield public meetings. The following rules shall apply to speakers at Village Advisory Board and Commission meetings:

1. Speakers shall identify themselves and their address;
2. Remarks are limited to 5 minutes;
3. Remarks shall be related to a matter in the purview of the Advisory Board or Commission;
4. Speakers shall address the board and not the audience;
5. If the room has a podium, remarks shall be made from the podium. If no podium, the speaker shall make remarks from the location designated by the Board/Commission Chair;
6. Speakers shall return to their seat and/or leave at the end of remarks and questions from the Board members;
7. Speakers shall refrain from repetition;
8. Speakers shall not use profanity, intemperate language, nor engage in personal attacks;

9. Speakers shall respect the decorum of the public meeting and the authority of the Board/Commission Chair to decide questions of order.

The following rules shall apply to speakers at Village Board meetings:

1. Speakers shall identify themselves and their address;
2. Remarks are limited to 5 minutes;
3. Remarks must relate to a matter of Village business;
4. Speakers shall address the Board, not the audience;
5. Remarks shall be made from the speakers podium only;
6. Speakers shall return to their seat and/or leave at the end of the statement and after any questions from the Board;
7. Speakers should refrain from repetition;
8. Speakers shall not use profanity, intemperate language, nor engage in personal attacks;
9. Speakers shall respect the decorum of the public meeting and the authority of the Mayor to decide questions of order