

VILLAGE OF DEERFIELD

RULES CONCERNING PUBLIC COMMENT AND PARTICIPATION

A. AUTHORITY AND APPLICATION: These rules concerning public comment and participation ("*Rules*") apply to all public bodies in the Village ("*Public Bodies*"), except that if a Public Body adopts, or has adopted, a more specific protocol or procedure that provides additional opportunities for public comment and participation, the more specific protocol or procedure shall govern and control. The President or Chairperson of the Public Body ("*President*") may designate additional time for public comment at a meeting as provided in these Rules, subject to the approval of the Trustees or Members of the Public Body ("*Trustees*").

B. PUBLIC COMMENT AND PARTICIPATION:

1. Rules Governing Public Comment Time.

- a. The agenda of every regular and special meeting of all Public Bodies shall include a reservation of time at either the beginning or end of the meeting for public comment ("*Public Comment Time*").
- b. Subject to Rule B.1.d, the President shall recognize and allow to speak any person desiring to speak during Public Comment Time.
- c. Public Comment Time is in addition to, and does not replace, the opportunity for the public to speak during any duly convened public hearing conducted by the Public Body.
- d. If a person desires to speak during Public Comment Time about a matter that is the subject of a specific agenda item at the same meeting, and public comment will be allowed at the discretion of the President during that agenda item. If no public comment will be allowed during the specific agenda item, then the person will be allowed to speak about the matter during Public Comment Time.
- e. The total amount of time allocated for Public Comment Time at any meeting shall not exceed 30 minutes, unless determined otherwise by the President. In the event that all persons desiring to speak during the Public Comment Time are not able to do so within the time limit allowed, the President may either extend the time allocated for Public Comment Time, or allow for continuation of Public Comment Time after the completion of all other matters on the agenda, or as the Public Body may otherwise determine.
- f. No person shall speak during the Public Comment Time for more than three minutes, unless the President designates a longer time period. Generally, the longer time period will apply to all persons participating in the Public Comment Time at the same meeting.

2. Rules Governing All Public Comment:

- a. Each speaker must state his or her name in a clear manner so that it can be recorded in the minutes of the meeting.

- b. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
 - c. Remarks shall be related to a matter in the purview of the Public Body.
 - d. For speakers desiring to use audio or visual equipment in connection with a presentation, arrangements for such use must be made with the Village in advance of the meeting.
 - e. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments, and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
 - f. Speaker time limits may be enforced by the President.
 - g. No person may be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The President may limit the comments of any person who engages in this conduct. No person may continue to speak after the President has taken the floor from that person.
 - h. All questions or statements from the floor must be directed to the President and the Trustees. All others will be ruled out of order.
 - i. 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 President.
 - j. The President shall have the right to interrupt a speaker in order to enforce these Rules or other applicable rules.
3. Interruptions and Other Disturbances: No person shall interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.
 4. Enforcement: Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the President or a majority of the Trustees, or be subject to other action as deemed necessary by the President and Trustees.
 5. Written submissions. Any person shall have the right at any time to provide written comments to any Public Body or any other Village official by addressing those comments to: the Village of Deerfield, c/o Village Manager, 850 Waukegan Road, Deerfield, IL 60015, and delivering the comments via any of the following methods:
 - i. by personal delivery at the front desk of Village Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday;

- ii. by mail, courier, or any similar delivery service; or
- iv. by email to deermail@deerfield.il.us

6. Publication. These Rules will be made available for public inspection at the front desk of the Village Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday and will be posted on the Village's website.