

**TOWN OF CORTLAND PLANNING COMMISSION
PERSONS TO BE HEARD POLICY
POLICY NO.2**

1. In accordance with the requirements of the Illinois Open Meetings Act, it is the policy of the Planning Commission to permit comments by members of the public at regular or special Planning Commission meetings on current agenda items or other matters of public concern relative to the duties of the Commission. The Commission permits comments by members of the public at regular or special meetings following roll call at the beginning of the meeting in addition to comments otherwise taken pursuant to public hearing procedures.
2. No person shall address the Commission without first being recognized by the Chair.
3. Upon being recognized by the Chair, each person desiring to address the Planning Commission shall approach the podium and for the record may state his or her name and ~~city/state~~, state whom he or she is representing if he or she represents an organization or other persons, and indicate the subject.
4. Article VII of the Planning Commission's By-Laws provides procedures by which the public may participate in a public hearing.
5. Unless otherwise previously approved by the Chair and upon consent of the Planning Commission speakers shall be limited to three (3) minutes.
6. All remarks shall be addressed to the Planning Commission as a whole and not to any member thereof. Although questions may be asked of a Commissioner or a member of the Town staff, those individuals may decline to answer when a complete answer requires research or deliberate consideration.
7. In order to expedite Commission business and to avoid repetitious presentations, whenever any group of persons wishes to address the Planning Commission on the same subject matter, it shall be in order for the Chair to encourage that a spokesperson be chosen from the group to address the Planning Commission. If additional matters are to be presented by any other members of the group, the Chair may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.
8. Town residents may be given priority in addressing the Planning Commission and the public comment section of the meeting agenda shall be limited to not more than thirty (30) minutes in duration. Visitors' statements and comments shall be limited to matters relating to the Commission; language of an obscene, insulting or provocative nature shall not be permitted; and participants shall conduct themselves in an orderly and civil manner.