

1-5-6-6: CITIZEN PARTICIPATION:

1. Authority:
 - 1.1. The Illinois Open Meetings Act provides that members of the public must be given an opportunity to address public officials at open meetings and provides that public comment may be subject to the rules established and recorded by the public body.
 - 1.2. Members of the public may address the City Council pursuant to the rules established and recorded in this Section. Said rules shall be posted at the area where members of the public sign up to address the City Council at a City Council meeting.
 - 1.3. Any person may be expelled from City Council Chambers for the remainder of a City Council meeting by the Mayor or a majority vote of the City Council if that person:
 - 1.3.1. Addresses or attempts to address the City Council at a City Council meeting except in conformance and compliance with the rules provided in this Section; or
 - 1.3.2. Otherwise acts in a disorderly manner so as to disrupt the ability of the City Council to efficiently conduct its meeting.
2. Process:
 - 2.1. Members of the public who want to address the City Council at a City Council meeting shall sign up before the start of the meeting identifying themselves by name and indicating whether they want to address the City Council on a particular agenda item or during public forum.
 - 2.1.1. The purpose of the public forum is to allow members of the public an opportunity to address the City Council on issues of concern to them which are not part of the agenda.
 - 2.2. During public forum or after the introduction of each agenda item, members of the public shall be called in the order that they signed up.
 - 2.3. Speakers shall address the City Council from the podium and state their name for the record before beginning their remarks.
3. Limitations:
 - 3.1. Speakers shall limit their remarks to no more than three (3) minutes unless additional time is granted by the Mayor or by a majority vote of the City Council.
 - 3.2. A timer shall be used to notify speakers when the allotted time has expired. Speakers will be informed when their allotted time has expired. Upon the expiration of the allotted time, speakers shall stop speaking and leave the podium unless additional time is granted or unless there are questions directed to the speaker from Council members.
 - 3.3. Public participation during public forum shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, the remaining public forum shall be bifurcated and continued to the end of the agenda, prior to new business.
 - 3.4. Groups of speakers should, whenever possible, consolidate their comments and avoid repetition through the use of representative speakers.
 - 3.5. Except during public forum, speakers shall focus and limit their remarks directly to the matter then under discussion.
 - 3.6. Speakers shall address their remarks to the City Council as a whole and not to any individual Council members.

- 3.7. Speakers shall not ask questions of individual Council members or a member of the City staff without first obtaining permission from the Mayor.
- 3.8. Speakers shall refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the audience.
- 3.9. Council members may, but need not, ask questions of speakers at the conclusion of their comments.
- 3.10. Members of the audience shall maintain decorum and refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member or Council members.
- 4. Petitioners:
 - 4.1. Notwithstanding rules to the contrary in this Section, petitioners, defined as persons or entities who initiated and have a direct financial or ownership interest concerning a particular agenda item as determined by the City Manager shall be called at the beginning of said agenda item and may address the City Council concerning their petition for no more than ten (10) minutes.
 - 4.2. After members of the public have had an opportunity to address the City Council pursuant to the rules provided in this Section, petitioners shall have no more than five (5) minutes to reply to any comments or questions from members of the public or Council members. There shall be no additional public participation on said agenda item after a petitioner's reply unless granted by the Mayor or by a majority vote of the City Council.

(Ord. No. 15-148, § 2, 9-1-2015; Ord. No. 23-175, § 1, 12-19-2023; Ord. No. 24-092, § 1, 9-3-2024)

1-5-6-7: COUNCIL RULES OF ORDER:

- 1. "Council Rules of Order" shall govern the proceedings of the City Council. When Council Rules of Order do not provide governance, "Robert's Rules of Order" shall govern.
- 2. Mayor To Preside: The Mayor shall preside at all meetings and workshops of the City Council provided that in the absence of the Mayor, the Mayor Pro Tem shall preside. The Mayor shall preserve order and decorum, and shall decide on all questions of order and procedure subject to the right of appeal and decided by majority vote without debate. Any point of order not promptly made shall be waived.
 - 2.1. The Mayor may verbally summarize the item to be voted upon after it has been moved and seconded and may restate the question immediately prior to calling the vote. Following the vote, the Mayor shall announce whether the question carried or was defeated.
- 3. Introduction of Specific Agenda Item—Debate:
 - 3.1. All agenda items shall be introduced at the meetings by the City Clerk or City Clerk designee.
 - 3.2. Debate may be had on an agenda item after the agenda item has been introduced and also after a proper motion and second is had. All debate on the question before City Council shall conclude once a vote on the question has commenced.
 - 3.3. No Council member shall speak more than two (2) times on an agenda item at a meeting, except by consent of the Mayor or by consent of a majority of Council members present. City Council consent shall be assumed in the absence of an objection. The first time a Council member speaks on an agenda item shall be limited to three (3) minutes. The second time a Council member speaks on an agenda item shall be limited to two (2) minutes.
 - 3.4. Council members shall confine themselves to questions under consideration, avoiding personalities and refraining from impugning the motives of any other Council member's argument or vote.

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- 3.5. There shall be no discussion among Council members while a Council member is speaking.
4. Motions: The City Council as set forth in this Section shall permit the following motions. City Council shall not act upon a motion unless it is seconded or as otherwise provided for in this Chapter. When a Council member seconds a motion, the member shall state their last name. The voting precedence of motions, the purpose and features of such motions shall be as follows:
- 4.1. Motion To Adjourn:
- 4.1.1. Purpose: To terminate a meeting.
- 4.1.2. Debatable: No.
- 4.1.3. Second Required: Yes.
- 4.2. Motion To Recess:
- 4.2.1. Purpose: To permit an interlude in the meeting and to set a definite time for continuing the meeting.
- 4.2.2. Debatable: Yes. Restricted to time or duration of recess.
- 4.2.3. Second Required: Yes.
- 4.3. Motion To Invoke Council Rules:
- 4.3.1. Purpose: At the request of any one Council member, an agenda item will be held over for consideration until the next regular City Council meeting. An agenda item held over by a motion to invoke council rules may not be held over a second time by this procedure.
- 4.3.2. Debatable: No. May be contested by a motion to overrule the request. The motion to overrule will pass upon at least two-thirds ($\frac{2}{3}$) vote of the corporate authorities then holding office.
- 4.3.3. Second Required: No (except for motion to overrule).
- 4.4. Motion To Close Debate And Call The Question:
- 4.4.1. Purpose: To stop discussion on the pending motion and bring such motion to an immediate vote unless a motion to invoke council rules or a motion to adjourn is made.
- 4.4.2. Debatable: No. This motion may be contested by an objection. Upon objection, the Mayor shall call for a roll call vote on the motion to close debate and call the question; which shall pass by majority vote of City Council. In the event the roll call vote fails, debate may continue.
- 4.4.3. Second Required: No.
- 4.5. Motion In Substitution:
- 4.5.1. Purpose: To take place of the pending main motion.
- 4.5.2. Debatable: Yes. Limited to the substitute motion. If the substitute motion is passed by vote required, no vote will be taken on the main motion. If the motion in substitution is defeated, a vote will be taken on the main motion.
- 4.5.3. Second Required: Yes.
- 4.6. Motion To Table To A Date Certain Or Indefinitely:
- 4.6.1. Purpose: To postpone consideration of an agenda item for City Council consideration to a date certain or indefinitely. An item that has been tabled indefinitely may be removed from the table by two-thirds ($\frac{2}{3}$) vote of City Council under New Business or as an agenda item provided for under this Chapter.

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- 4.6.2. Debatable: Yes.
 - 4.6.3. Second Required: Yes.
 - 4.7. Main Motion:
 - 4.7.1. Purpose: To place an item before the City Council for debate and vote.
 - 4.7.2. Debatable: Yes.
 - 4.7.3. Second Required: Yes.
 - 4.8. Motion To Go Into Closed Session:
 - 4.8.1. Purpose: To convene a closed session for purposes authorized by the Open Meetings Act.
 - 4.8.2. Debatable: Yes.
 - 4.8.3. Second Required: Yes.
 - 4.9. Motion To Reconsider:
 - 4.9.1. Purpose: To permit a subsequent vote on a motion which has previously been voted upon.
 - 4.9.1.1. Motion To Reconsider At The Same Meeting: A motion to reconsider at the same meeting may only be made: 1) before another item has been discussed, or 2) under New Business. If the motion to reconsider is made before another item has been discussed, it may be reconsidered immediately at the same meeting. If another item has been discussed, it may only be brought under New Business. The item will then be placed on the agenda for consideration at the next City Council meeting. A motion to reconsider must be made by a member who voted on the prevailing side, seconded, and pass by a vote of two-thirds ($\frac{2}{3}$) of the City Council then holding office.
 - 4.9.1.2. Motion to Reconsider at the Next Meeting: A motion to reconsider a decision made at the previous City Council meeting must be made under New Business, seconded and pass by a vote of two-thirds ($\frac{2}{3}$) of the City Council then holding office. If passed by the required vote, that item will be placed on the agenda for consideration at the next City Council meeting. A motion to reconsider must be made by a member who voted on the prevailing side.
 - 4.9.1.3. Once a motion to reconsider is made and decided in the negative, a motion to reconsider shall not be considered again.
 - 4.9.2. Debatable: Yes. Limited to its reconsideration.
 - 4.9.3. Second Required: Yes.
 - 4.10. Motion To Change Vote:
 - 4.10.1. Purpose: To permit a Council member to change their vote prior to the Mayor announcing the vote results.
 - 4.10.2. Debatable: No.
 - 4.10.3. Second Required: No.
 - 4.11. Motion To Suspend Rules:
 - 4.11.1. Purpose: City Council procedural rules may be temporarily suspended for only the matter under consideration by two-thirds ($\frac{2}{3}$) vote of the corporate authorities. However, rules relating to issues governed by State statute shall not be so suspended.

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- 4.11.2. Debatable: Yes.
 - 4.11.3. Second Required: Yes.
 - 4.12. Motion To Remove Item From The Agenda:
 - 4.12.1. Purpose: To remove an agenda item when no action is required by City Council.
 - 4.12.2. Debatable: Yes.
 - 4.12.3. Second Required: Yes.
 - 4.13. Motion To Take An Item Out Of Agenda Order:
 - 4.13.1. Purpose: To place an agenda item in a different position upon the agenda for City Council consideration.
 - 4.13.2. Debatable: Yes.
 - 4.13.3. Second Required: Yes.
 - 5. Roll Call Vote Required: All ordinances and any resolution or motion to expend or disburse monies or create liability shall be passed only by roll call vote and shall be recorded. A roll call vote may also be used to clarify a voice vote.
 - 6. Final Determination: In the absence of a motion to reconsider brought at the same or next regularly scheduled meeting of the City Council as set forth in this Chapter, a determination made by the City Council may not be reconsidered or considered again except by way of new petition, new business, amendment, rescission, repeal or similar action, which action may not be considered within sixty-two (62) days of the City Council's decision.

(Ord. No. 15-148, § 2, 9-1-2015)