

City of Crest Hill

Recommended Updated Public Comment Policy

- A. **Authority:** Pursuant to Section 2.06(g) of the Open Meetings Act, 5 ILCS 120/2.06(g), any person shall be permitted an opportunity to address public officials under the rules established in this section. The opportunity to speak to the Mayor and City Council is provided for those who want to pose a question or make a comment on an agenda item or a Crest Hill issue that will stimulate discussion and make City Council deliberations more productive and meaningful. The Mayor and City Council appreciate hearing from citizens and strive to make the best decisions for the City. Therefore, public comments are very helpful.
- B. **Purpose of Public Comments Rules:** The reasonable time, place, and manner regulations established in this section serve the City's significant government interest in holding civil, orderly, and productive meetings; conserving time and ensuring that members of the public have a fair opportunity to speak. Respect for the duties of the Mayor and City Council and for the democratic process will be adhered to and followed. Speakers must refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the public. Comments made to intentionally disrupt the meeting may be managed as necessary to maintain appropriate decorum and allow for City business to be accomplished.
- C. **Public Comment General Rules of Order:**
1. Any person who desires to speak or comment on any agenda item shall be allowed to do so during the initial public comment period. Additionally, any person who desires to speak on any matter of public concern shall be allowed to do so during the second public comment period. No person shall be prevented from speaking on the basis of any prior speech.
 2. At least 5 minutes prior to the start of the meeting, anyone desiring to make public comments must write their name and city/town on the public comment sign-in sheet and identify the agenda item or topic on which they would like to offer public comment. Additional contact information may be provided, but it is not required. Speakers will be called to speak in the order they appear on the public comment sign-in sheet.
 3. Each person who wishes to speak will be allotted up to three (3) minutes to make their public comment.
 4. Each person must make comments only from the podium.
 5. Each person offering public comment shall first be acknowledged by the Mayor, as the presiding officer of the meeting, and shall then begin their comments by stating their name.
 6. The total time for public comment shall not exceed sixty (60) minutes at any meeting unless additional time is authorized by the Mayor as the presiding officer of the meeting.