

POLICY ID: GEN-010	TITLE: Public Comment / Written Comments Update	
☐ ORIGINAL ☒ REVISION EFFECTIVE DATE: <i>Immediate</i>	APPROVED BY VILLAGE BOARD: _____ Village Clerk	DATE: _____
APPLIES TO:	☒ FLSA EXEMPT	☒ FLSA NON-EXEMPT
	☒ REPRESENTED EMPLOYEES	☒ Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

The purpose of the following procedures is intended to provide consistent and equitable handling of written comments regardless of when they are received. Written comments from members of the public are welcomed and encouraged to be submitted for consideration by the Board, committees, and/or commissions in connection with a public meeting or matters that are or may be before the governing body.

1. Comments received by the packet deadline – Written comments received on or before 12:00 PM on the Wednesday preceding a meeting will be included in the meeting packet distributed to Board, committees, and/or commissions members.

2. Comments received after the packet is released – Written comments received after the meeting packet has been released, including comments received after the Wednesday noon deadline, will not be added to the meeting packet. A copy of the written comment will instead be distributed to Board, committees, and/or commissions members at the meeting. The Chair and/or staff will note receipt of the written comment during the meeting.

3. Comments received at the meeting – Written comments submitted at the meeting will be acknowledged by the Chair. The Chair may direct staff to arrange for a copy of the comment to be provided to each Board, committees, and/or commissions members.

4. Comments received after the meeting – Written comments received after a meeting has concluded will be retained for consideration at the next applicable meeting and will be handled according to the same procedures outlined above in accordance with Sections 1– 3.

5. Attachment to Meeting Minutes – Written comments received after the meeting packet has been released, as described in Sections 2 – 4 above, will be retained and attached to the minutes of the appropriate meeting as part of the public record, subject to applicable public-records requirements. Written Comments will not be read aloud – Written comments will not be read aloud during the meeting, even if the person submitting the comment requests that it be read. The written comment will be provided to the Board, committees, and/or commissions members in accordance with this policy and will be available as part of the public record as applicable.

Inappropriate or Profane Comments – Comments containing personal remarks, derogatory, threatening, or profane language will not be included in the packet nor the meeting minutes. Such comments will still be received and provided to the appropriate Board, committee, and/or commission

members for their review in accordance with this policy. If there is a question as to whether a written comment contains inappropriate or profane language and therefore should be excluded from the packet and meeting minutes, the Administrator, in consultation with the Chair of the applicable Board, committee, and/or commission, shall determine whether the written comment falls within this provision. The Administrator and Chair may consider the context and nature of the comment in making such determination.

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