

ORDINANCE NO. 00-07

**AN ORDINANCE ADOPTING GUIDELINES AND ESTABLISHING
PROCEDURE FOR PUBLIC COMMENT AT VILLAGE OF WINNEBAGO
MEETINGS**

WHEREAS, the Village of Winnebago, Illinois, authorities believe it is in the best interest of the Village to have a public comment portion allowed at every duly convened Village of Winnebago meeting open to the public (i.e. general, special, public hearing, etc.); and

WHEREAS, the Village authorities believe it also is in the best interest of the Village to adopt a procedure to be followed in effectuating the public comment section of a given meeting so as many public points of view on an issue as practical may be heard, and the length of each meeting may be confined to a reasonable period of time.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Winnebago, Illinois as follows:

The attached Public Comment Guidelines and Public Comment Sign-Up Sheet attached as Group Exhibit "A" are hereby adopted as the procedure to be followed for the public comment portion of all duly convened Village of Winnebago meetings open to the public (i.e. general, special, public hearing, etc.).

This ordinance shall become effective immediately upon its passage and approval.

APPROVED:

Mary Beth Elsen

David S. Hassel, President of the Board of
Trustees of the Village of Winnebago, Illinois

By MARY BETH ELSEN ACTING PRESIDENT & TR

ATTEST:

Sally Jo Huggins

Sally Jo Huggins, Village Clerk

AYES: 4

NAYS: 0

ABSENT: 1

Trustees Voting Aye:

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OWEN S

COOK

Trustees Voting Nay:

N/A

PASSED:

8-7-00

APPROVED:

8-7-00

PUBLISHED:

6-3-04

(in pamphlet form)

VILLAGE OF WINNEBAGO, ILLINOIS
PUBLIC COMMENT GUIDELINES

1. A written request to address Village Board by non-members must be submitted via mail, hand delivery, or telefax such that the request arrives at the Village of Winnebago Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon the day before the day of the meeting scheduled by the Village authorities in which you would like to participate.
2. Requests must identify name of speaker, speaker's residence address, speaker's telephone number, subject matter, speaker's interest (ie: pro or con), and whether or not speaker is a Village of Winnebago resident. You are encouraged to complete the "points to be raised" section, although such completion is not required.
3. Each speaker is limited to three (3) minutes. A maximum of eighteen (18) minutes shall be allowed for non-members at each meeting, except for a public hearing where a maximum of thirty (30) minutes shall be allowed. If a particular item is deemed by the Village President to be controversial, the Village President shall strive to allow all sides an equal amount of time to speak, subject to the total time limit as described above. In the event there are more requests submitted for the opportunity to provide public comment than there are slots available for the same at a given meeting, the Village President shall have the discretion to select those entitled to speak, taking into consideration the goal of striving to allow all sides on an issue an equal amount of time to speak and of addressing of as many pertinent issues as possible.
4. The public comment section of the meeting shall be in addition to and precede the time the Village President opens up a given meeting to pertinent questions directed to the Board. The question and answer session shall be restricted to pertinent questions only posed to the Board members, with no commentary by the questioning party. Responses to pertinent questions posed shall be to the extent deemed necessary by the Board. The Village President unilaterally, or by way of a duly passed motion, reserves the right to terminate the question and answer portion of the meeting at such time that it is deemed all relevant inquiry has been considered or the anticipated time frame for the entire meeting does not practically allow for continued question and answer discussion.
5. Visual aids may be used during the addressing of the Village Board, but no equipment shall be provided by the Village of Winnebago to use with such visual aids.
6. No abusive or profane language, unruly conduct, or personal attack commentary shall be tolerated. The Village President reserves the right to terminate a speaker's comments before the three (3) minute time limit has been exhausted if the above guidelines are violated.

Generally, all Village meetings are held at the Village Office located at 108 West Main Street, Winnebago, Illinois. However, in the event a larger than usual crowd is expected for a given meeting, an alternate meeting site will be chosen with notification of the same given to the public in accordance with normal procedure and as required by law.

For more information please contact:
Village of Winnebago Office
(815) 335-2020

VILLAGE OF WINNEBAGO, ILLINOIS
PUBLIC COMMENT SIGN-UP SHEET

Date: _____

I would like permission to speak during the public comment portion of the Village of Winnebago

(check one that is applicable) _____ General
_____ Special
_____ Public Hearing
_____ Other (specify type meeting: _____)

meeting scheduled for _____
(month/day/year)

Name: _____

Residence Address: _____

Telephone Number: _____

Residence Address: _____

Village of Winnebago Resident: _____ Yes _____ No (check one)

Subject: _____

Speaker interest: _____ PRO _____ CON (check one)

Points to be raised: (Note: This section is not required to be completed. However, since due to time limitations there may not be time for all speakers requesting to be heard to speak, it is suggested that this section be completed so as many different points on both sides of a respective issue may be heard.)

Please mail, telefax, or hand deliver the completed Public Comment Sign-Up Sheet so that the same arrives at the Village Office located at 108 West Main Street, Winnebago, Illinois, 61088, by 12:00 Noon ^{LAST WORKING} the day before the day of the meeting in which you would like to participate. The telefax number of the Village Office is 335-7533.

VILLAGE OF WINNEBAGO

ORDINANCE NO. 00- 07

**AN ORDINANCE ADOPTING GUIDELINES AND
ESTABLISHING PROCEDURE FOR PUBLIC
COMMENT AT VILLAGE OF WINNEBAGO MEETINGS**

**ADOPTED BY THE
BOARD OF TRUSTEES**

VILLAGE OF WINNEBAGO

THIS 7th DAY OF AUGUST, 2007

Published in pamphlet form by authority of the Village
Board of Trustees of the Village of Winnebago, Illinois, this 3rd
day of JUNE, 2007.

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

PAMPHLET PUBLICATION CERTIFICATION FORM

I, Sally Jo Huggins, certify that I am the duly elected and acting Village Clerk of the Village of Winnebago, Winnebago County, Illinois.

I further certify that on 8-7, 2020 the Corporate Authorities of the above municipality passed and approved Ordinance No. 00-07, entitled "An Ordinance Adopting Guidelines and Establishing Procedure for Public Comment at Village of Winnebago, Illinois, Meetings" which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 00-07, including the Ordinance and a cover sheet thereof, was prepared, and a copy of the Ordinance was posted in the Village office located at 108 West Main Street, Winnebago, Illinois, commencing on 4-3, 2024, and continuing for at least ten days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the Village Clerk located at the above Village office address.

DATED at Winnebago, Illinois, this 14th day of JUNE, 2024.

(SEAL)

Sally Jo Huggins
Sally Jo Huggins, Village Clerk



MARY J. GAZIANO
ATTORNEY AT LAW

**1 COURT PLACE, SUITE 200
ROCKFORD, ILLINOIS 61101**

**OFFICE (815) 962-6800
FAX (815) 962-6898**

May 14, 2004

Ms. Kris Steinwand, Office Manager
VILLAGE OF WINNEBAGO
108 West Main Street
Winnebago, IL 61088

Re: Village of Winnebago
Public Comment Guidelines

Dear Kris:

As a follow-up to our May 13, 2004, telephone conversation in regard to the above-captioned matter, please find enclosed the original of Ordinance No. 00-07 adopting guidelines and establishing procedures for public comment at Village of Winnebago meetings, along with a cover sheet and Pamphlet Publication Certification Form. I noticed the original was in my file, and I am not quite sure why the same was given to me, as the original should have been maintained by the Village, with the cover sheet and Pamphlet Publication Certification Form completed when three copies of the ordinance were displayed at the Village Office for public viewing for at least 10 days after passage. While this is not the type of ordinance that would require publication, I provided for the same in the documents drafted so the public would have a more obvious notification of the new policy.

Please complete the cover sheet and have Village Clerk, Sally Jo Huggins sign and seal the Pamphlet Publication Certification Form. If you recall that a copy of the ordinance was published in pamphlet form immediately after passage, please fill in the information accordingly. If a copy was not published in pamphlet immediately after passage, or if you do not recall, then please now publish the same in pamphlet form and the cover sheet and Pamphlet Publication Certification Form would then need to be completed with the current publication date. In either case, I need a copy of the completed cover sheet and completed Pamphlet Publication Certification Form for my file.

Very truly yours,

Mary J. Gaziano
Attorney at Law

MJG/smm
Enclosures