



RIVER FOREST TOWNSHIP

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River Forest Township Proposed Public Comment Rules Adopted June 15, 2021

Under the Illinois Open Meetings Act, “Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.”

- 1) Public Comment will generally be at the top of the meeting agenda, immediately following the Pledge of Allegiance.
- 2) Speakers wishing to make public comment are requested to email their name and intention to speak, as well as their comments, to the Township Clerk (clerk@riverforesttownship.org) by 5 pm on the day of the meeting. Speakers are asked to put **Public Comment** in the subject line of the email. Provision of address is optional.

Upon request, emailed public comments will be read at the meeting during Public Comment by the Supervisor or Clerk, if the speaker cannot attend or attends but does not wish to speak himself/herself.

If such advanced email comments are not provided, speakers must sign in at the meeting prior to speaking, so that they can be called upon by name and in order of arrival. Provision of speaker address is optional.

- 3) Speakers can be residents or non-residents.
- 4) A speaker will comment for a maximum of 3 minutes. Speaker will be notified when they have 1 minute remaining.
- 5) A speaker has one opportunity per meeting to make public comment.
- 6) Topics must be related to the business of River Forest Township but not necessarily to items on the agenda.
- 7) There will be a maximum public comment time of 15 minutes; the Supervisor may increase this time at her/his discretion.
- 8) Elected officials and staff of River Forest Township are not required to respond to questions asked during Public Comment.
- 9) A speaker does not have the right to engage in disorderly conduct, disrupt a meeting or incite violence. If those occur, the speaker may be asked to leave or may be escorted out of the meeting.