



54 Snow Street • PO Box 465 • Sugar Grove, IL 60554

## **POLICY ON PUBLIC COMMENT AT TOWNSHIP BOARD MEETINGS**

1. It is the policy of the Sugar Grove Township Board to permit comments by members of the public at open meetings of the board or any subsidiary committee on current agenda items and other matters of public concern. The Township Board will permit comments by members of the public at regular and special Township Board meetings at a time specified on the agenda for “Public Comment.” The public comment section of the meeting agenda shall be limited to thirty (30) minutes in duration at regular meetings and fifteen (15) minutes at special meetings.
2. Each person wishing to provide comment to the Board will be allowed a maximum of 3 minutes from the time they are recognized by the Supervisor until they must stop their comments. At the discretion of the Supervisor, the person providing public comment may be allowed to comment further than their 3 minutes or the Supervisor may direct the person to submit further comment to the Supervisor in writing for distribution to the Trustees at a later date. Comment provided in this manner should be sent to: Sugar Grove Township, 54 Snow Street, Sugar Grove, Illinois, 60554.
3. Each member of the public seeking to address the Board shall complete a public comment form prior to the meeting, indicating their name, contact information and subject about which they seek to address the Board. The form must be submitted to the Township Clerk prior to the start of the meeting. There shall be a maximum of ten (10) speakers in any public comment period. In the event that more than ten public comment forms are submitted, the Supervisor shall randomly select the ten speakers, with the exception that preference will be given to Township residents over non-residents. Comments are limited to three minutes per speaker. A speaker cannot give his or her allotted minutes to another speaker to increase that person’s allotted time. If someone is not permitted to speak because their card was not selected, they may either submit comments in writing as specified in Paragraph 2, or address the Board at the Board’s next meeting.
4. No person shall address the Township Board without first being recognized by the Township Supervisor.
5. Each person desiring to address the Township Board shall first state his or her name and address for the record, state the subject, state whom he or she is representing if he or she represents an organization or other persons, and shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the Township Board as a whole and not to any member thereof.

6. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be allowed. The Board will not necessarily respond to the comment provided at the public meeting at the same time comment is given. Consideration will be given to the public comment and further research may be required before the Township Board takes any action regarding the public comment. Although questions may be asked of a Township Board member or a member of the Township's staff, those individuals may decline to answer when a complete answer requires research or deliberate consideration.

7. In order to expedite Township business and avoid repetitions presentations, whenever any group of persons wishes to address the Township Board on the same subject matter, it shall be in order for the Township Supervisor to encourage that a spokesperson be chosen from the group to address the Township Board. If additional matters are to be presented by any other members of the group, the Supervisor may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.

8. Township residents shall be given priority in addressing the Township Board. Visitors' statements and comments shall be limited to matters relating to the Township.

9. Comments shall be presented in a respectful manner, and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting or provocative nature shall not be permitted.

10. After the speaker has made his or her comment, he or she shall be seated with no further debate, dialogue or comment.

11. The Township Board reserves the right to remove anyone who becomes hostile, argumentative, threatens the public's or an individual's safety or is disruptive to the meeting. If the party being asked to leave does not voluntarily leave or cease the behavior, law enforcement will be called to remove the person.



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## **POLICY ON PUBLIC COMMENT AT ANNUAL TOWN MEETINGS**

1. It is the policy of Sugar Grove Township to permit comments by members of the public at town meetings of electors on current agenda items and other matters of public concern. The electors will permit comments by members of the public at regular town meetings at a time specified on the agenda for “Public Comment.” The public comment section of the meeting agenda shall be limited to sixty (60) minutes in duration.
2. Each person wishing to provide comment to the electors will be allowed a maximum of 3 minutes from the time they are recognized by the Moderator until they must stop their comments.
3. Each member of the public seeking to address the electors shall complete a public comment form prior to the meeting, indicating their name, contact information and subject about which they seek to address the electors and shall present the form to the Township Clerk. There shall be a maximum of twenty (20) speakers in any public comment period. In the event that more than twenty public comment forms are submitted at any one meeting, the Moderator shall randomly select the twenty speakers, with the exception that preference will be given to Township residents over non-residents. Comments are limited to three minutes per speaker. A speaker cannot give his or her allotted minutes to another speaker to increase that person’s allotted time.
4. No person shall address the electors without first being recognized by the Moderator.
5. Each person desiring to address the electors shall first state his or her name and address for the record, state the subject, state whom he or she is representing if he or she represents an organization or other persons, and shall limit his or her remarks to three (3) minutes. All remarks shall be addressed to the electors as a whole and not to any one person.
6. When the elected Township officials are present at a town meeting (as distinguished from a Township Board meeting), they are present as electors, just like other participants. Public comment is not intended to require Township Board members or Township staff to provide any answer to the speaker, although they may voluntarily do so. Discussions between speakers and members of the audience will not be allowed. The Board members will not necessarily respond to the comment provided at the Town meeting. Members of the public who seek to provide the Township Board with comments are encouraged to attend the Township Board meetings.

7. In order to expedite the Township electors' business and avoid repetitions presentations, whenever any group of persons wishes to address the electors on the same subject matter, it shall be in order for the Moderator to encourage that a spokesperson be chosen from the group to address the electors. If additional matters are to be presented by any other members of the group, the Moderator may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.
8. Township residents shall be given priority in addressing the electors. Visitors' statements and comments shall be limited to matters relating to the Township.
9. Comments shall be presented in a respectful manner, and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting or provocative nature shall not be permitted.
10. After the speaker has made his or her comment, he or she shall be seated with no further debate, dialogue or comment.
11. The Moderator reserves the right to remove anyone who becomes hostile, argumentative, threatens the public's or an individual's safety or is disruptive to the meeting. If the party being asked to leave does not voluntarily leave or cease the behavior, law enforcement will be called to remove the person.



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PUBLIC COMMENT FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Brief summary of topic to be discussed: \_\_\_\_\_

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