

**ELA TOWNSHIP
PUBLIC COMMENT POLICY**

In accordance with the Illinois Open Meetings Act, the Ela Township Board of Trustees ("Board") provides an opportunity for public comment at Board and Committee meetings. The Board has a responsibility to conduct the business of the Township in an orderly and efficient manner and to establish reasonable procedures for public comment at its meetings. The Supervisor, as Chair of the Board's meetings (or the Chair Pro-Tem in the Supervisor's absence) or appointed Committee chairperson for any Committee meetings, is responsible for ensuring the orderly conduct of the meeting and will rule on the appropriateness of any public comment issues that may arise.

The following procedures for public comment are intended to maintain the orderly conduct of meetings and ensure fairness to those who wish to address the Board or committee:

1. Anyone interested in speaking publicly at a Board meeting or committee meeting is welcome and required to sign in prior to the start of the meeting. Late arriving individuals are still permitted to speak during the public comment section but must first provide their name for the record. In order to speak at a meeting, a person must be present at the meeting. People arriving after the public comment period will not be permitted to speak at that particular meeting.
2. The public comment period is intended to provide an opportunity for individuals to comment on Township issues. Speakers will be limited to three minutes per person, unless extended by the Board in its discretion. A person may address the Board or Committee only once per meeting.
3. Only one person may speak at a time during any public comment period.
4. No person may assign their time to any other person, nor may anyone read remarks from anyone else.
5. No person may address the Board or Committee or engage in public comment except during the defined public comment period and when recognized by the Chair.
6. During any public comment period, Board or Committee members may ask questions of the speaker while he or she is at the microphone, if recognized by the Chair. However, the Board or Committee members need not answer questions from a speaker during any public comment period. If a person has a question for the Board, the individual may be asked to submit the question in writing.
7. Any person who engages in threatening, slanderous, or disorderly behavior when addressing the Township Board, or who speaks out of turn or otherwise disrupts the Township Board or Committee meeting shall be deemed out-of-order by the Chair. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the Chair to cause the violator to be removed from the meeting room. The Chair will rule on whether remarks made are in violation of this policy.
8. The Supervisor or Committee Chair has the authority to determine procedural matters regarding public participation not otherwise defined in this policy.
9. Members of the public may also contact the Board or Committee in writing, either by email to info@elatownship.org or by mailing or dropping off written comments to the Township Clerk at the Township Hall for submission into the public record.