

Village of Flossmoor

Policy Providing Rules for Public Comment & Recording of Meetings

The Village of Flossmoor appreciates members of the community who are actively engaged and informed and welcomes public comment. While Village staff is available to help the public resolve concerns, often the public is provided an opportunity to address the public body about their concerns at a meeting. Regular meetings may provide an agenda item for public comment for matters not listed on the agenda. A maximum of 30 minutes during each regular meeting shall be allowed for persons to address the board or committee on any public matter not on the agenda. In addition, the public body chair shall permit any person an opportunity to address the board or committee regarding an individual agenda item prior to the board or committee voting on that matter.

Public Comment

These rules shall apply to the Village Board meetings and to those subsidiary boards and committees of the Village with the exception of official public hearings or quasi-judicial meetings. Public comments shall be governed by the following rules:

- (1) A person shall be permitted to speak upon being recognized by the chair and being invited to approach the microphone so that everyone in attendance may hear the speaker. The person will be invited to introduce themselves prior to making comments. Speaking will be limited to no more than five (5) minutes. A person will be permitted to speak once during the portion of the meeting that is provided for matters not on the agenda and once for each individual agenda item.
- (2) The maximum amount of time an individual speaker is allowed or the maximum amount of time for public comment may be extended by the chair or by a majority of the board or committee present.
- (3) Groups are encouraged to designate a single spokesperson in respectful consideration of the time of all attendees.
- (4) Any member of the board or committee may ask questions of a speaker after that speaker has concluded his or her comments.
- (5) All comments made by a person shall be respectful and avoid obscene or insulting statements and free of disruptive behavior in order to preserve the decorum of a meeting.
- (6) All public comment shall be addressed to the public body as a whole and no comments shall be addressed to Village staff or other members of the public.
- (7) The public body shall have the authority to terminate speakers who fail to adhere to the above rules.

The Board may refer any matter of public comment to the Village Manager, Village staff, an appropriate agency for review, or may place the matter on a subsequent agenda for discussion.

Recording of Public Meetings

It is the Village's policy to cooperate with representatives of the media and with other members of the public who wish to record public meetings by tape, film or other means, provided said recording does not disrupt the meeting, and does not interfere with the rights of the members of the public body and the public.

Any person may record the proceedings of a public meeting by tape, film or other means subject to the rules outlined below for the meetings of the Village Board and subsidiary boards and committees of the Village.

- (1) Meetings closed to the public may not be recorded except as required and authorized by the Open Meetings Act.
- (2) The Public Body may designate a location for recording equipment, restrict the movements of individuals who are using the recording equipment or take other steps that are deemed necessary to preserve the decorum of the meeting and facilitate the conduct of business.
- (3) The Public Body may prohibit the recording of any audience member who objects to being recorded in a quasi-judicial meeting.

This policy was adopted by Resolution 2017-10 on November 20, 2017.