



**Village of Western Springs  
Public Comment Participation Guidelines**

In accordance with the requirements of Section 2.06(g) of the Illinois Open Meetings Act (5 ILCS 120/2.06(g)), any person attending a public meeting of any Village board, committee, subcommittee or commission shall be permitted to address the public officials during the public comment period, which shall be reserved for each meeting, subject to the following Guidelines:

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PRESIDENT

Alice Gallagher

TRUSTEES

Sheila Hansen

Edward Tymick

Berry Allen

Heidi Rudolph

William Siffermann

James Tyrrell

CLERK

Bridget Fitzgerald

MANAGER

Ingrid Velkme

DIRECTORS

Tracy Alden

Grace Turi

Pat Schramm

Martin Scott

Matthew Supert

Patrick Kenny

Brian Budds

Ellen Baer

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- (1) A period of time not to exceed thirty (30) minutes will be devoted to public comment at each meeting, unless the public officials, by a majority vote at the meeting, agree to allow the public comment period to exceed thirty (30) minutes for that particular meeting.
- (2) Public comment for each individual who desires to address the public body shall be limited to three (3) minutes per person per meeting. The public officials may, by a majority vote at the meeting, agree to allow the per person public comment session to exceed three (3) minutes for a particular topic or a particular meeting.
- (3) Each person who desires to address the public body shall contact the Village Clerk or secretary of the public body prior to the start of the meeting and provide their name and the topic on which they wish to speak.
- (4) Each person shall state their name to the public body at the start of his or her public comment session.
- (5) Each person may provide pre-prepared copies of his or her public comments to the public body prior to, during or after his or her public comment session.
- (6) A group of three (3) or more individuals speaking on the same topic are asked to designate a single spokesperson to present the group's public comments.
- (7) Public comment at all public meetings of Village boards, committees, subcommittees and commissions shall be entertained on any subject matter.
- (8) Members of the public body will not respond to the public comments at the public meeting, unless directed by the Village President or Chair of the public body. The Village President or Chair, or his/her designee, will respond to the public comments, as he or she deems appropriate, and may direct the person to the appropriate Village official or staff member for assistance.
- (9) Abusive, foul or other inappropriate language or conduct and/or personal attacks are not permitted.
- (10) The Village President or Chair has the authority to terminate the public comment session of any person who fails to adhere to these Guidelines

These Guidelines were approved by Ordinance No. 11-2613 on January 24, 2011, and revised by Ordinance No. 16-2838 which was adopted on May 23, 2016, and are found at Village Code Section 1-21-3: Public Comment Participation Guidelines at Public Meetings.