

Guidelines for Public Participation at Board Meetings Policy

Policy Section: Administration

Policy Number: 131

Effective Date: 3-22-2011

PURPOSE

The Board of Commissioners holds regular Board Meetings on the second and fourth Tuesday of the month, except December when they only meet on the second Tuesday. The Board of Commissioners will take action only on items listed on the agenda. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda.

The first meeting of the month contains a "Public Input" section on the agenda. It is at this time that citizens may address the board.

Any person wishing to address the Board of Commissioners at a public meeting may do so by complying with the following:

- Persons may make advanced arrangements to appear before the Board by contacting the Executive Director; Monday through Friday, 9:00 a.m. until 5:00 p.m. at the Administration Office, 1006 West Lincoln Avenue, Belvidere, Illinois 61008 or by phone 815-547-5711, at least five days in advance of a regular, special or public hearing meeting. The person must state their name, address, and phone number and the topic of concern. Such topic will be considered for placement on the meeting agenda and the person will be granted an opportunity for a presentation on the topic under public input.
- Persons who have not made advanced arrangements must, prior to the meeting, complete a "meeting guest attendance record" card stating the topic to be addressed. Such persons will be granted a maximum of five (5) minutes during the "public input" section of the meeting for a presentation on the topic.
- Persons speaking may introduce a topic not on the published agenda, however, the President at his or her discretion, may require that the proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study and possibly for placement as an agenda item at a future meeting.

No more than fifteen minutes may be allocated for "public input" topics. At the meeting, each presenter, prior to his or her presentation must first be recognized by the President.

In the case of a group or delegation, one spokesperson shall be selected to represent the group or delegation.

If there are numerous requests to address the Board on the same topic, the President may select representatives to speak on each side of the issue.

It shall be in order for Board Members to interrupt a speaker at any time to ask questions or make comments as frequently as necessary to clarify the discussion. Such delays shall be taken under consideration by the President regarding time allocation.

Revised Date: 2-25-2020

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At other times during the agenda, when the Board is holding official session, individuals from the audience will not be permitted to participate in the meeting unless specifically addressed by individual Board Members.

The Board President reserved the right to deny an individual's request to speak before the Board if the President determines that an individual is requesting to speak to the Board on a topic that the individual has exhausted during previous Board Meetings.

The same rules apply for all Special Meetings and Public Hearings. Executive session portions of meetings are closed to the public.

Items not appropriate for discussion:

- No person may present orally or discuss at any meeting of the Board, charges or complaints against individual employees of the Belvidere Township Park District. All such charges or complaints must be presented to the Executive Director in writing, signed and verified by the person making same.
- Remarks by any person addressing the Board which reflect adversely upon the character or motives of any person are out of order. Profanity is forbidden.
- Persistent violations of conduct by a participant repeatedly declared out of order by the President for violations of the above regulations, including disorderly, abusive or harassing conduct shall be grounds for ejection from the meeting as deemed by the President. If the participant refuses to leave the meeting, then the President may call a recess until such time as the individual leaves the meeting.

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1006 West Lincoln Avenue
Belvidere, IL 61008-0463
Phone 815-547-5711
Fax 815-544-4648

BOARD OF COMMISSIONERS MEETING GUEST ATTENDANCE RECORD

As called for under the Public Participation at Board Meetings Policy approved by the Board on 3/22/2011, all guests who have not made arrangements in advance, wishing to speak before the Board must complete this form and submit it to the Board President, or Executive Director, prior to the meeting. Such guests must abide by the provisions of the policy and shall be granted a maximum of five (5) minutes, when called on during the "Public Input" portion of the meeting to address the Board.

Thank you for your input.

Name _____ Phone _____

Address _____

E-mail (optional) _____

Topic to be Presented _____

Date _____

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