

STATE OF ILLINOIS)
 : SS
COUNTY OF LOGAN)

RESOLUTION

RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF MIDDLETOWN IN THE COUNTY OF LOGAN AND STATE OF ILLINOIS:

WHEREAS, pursuant to the Illinois Open Meeting Act, 5 ILCS 120/2.06(g), the corporate authorities of the Village of Middletown shall establish and record rules by which any person may be permitted an opportunity to address public officials; and

WHEREAS, the corporate authorities of the Village of Middletown recognize such opportunity for citizens to address public officials as consistent with good representative government; and

WHEREAS, the long-standing practice of reserving time on the agendas of meetings governed by the Illinois Open Meetings Act may not be sufficient to notify and advise citizens of their right to address the public body.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the following Rules and Procedures Regarding Public Opportunity to Address Public Officials and Public Bodies are hereby adopted:

Section 1: MEETINGS COVERED. These Rules shall apply to all regular and special meetings convened by Board of Trustees of the Village of Middletown and subject to the Illinois Open Meetings Act (OMA). Additionally, these Rules shall apply to all meetings subject to the OMA convened by committees and subsidiary bodies of the Board of Trustees of the Village of Middletown. Such committees and subsidiary bodies may elect to adopt supplementary rules related to the opportunity for public comment that are specific to the business of said committees and subsidiary bodies, provided that such rules are not inconsistent with these Rules

Section 2: OPPORTUNITY FOR PUBLIC COMMENT. The agenda for each covered meeting shall include a period for "Public Comment" at an appropriate time relative to the other items on the agenda. In addition to such general opportunity for "Public Comment," the Chairperson of the public body may open the floor for public comment on a particular issue before a vote or other definitive action is taken, specifying the maximum length of time the floor shall so be open. Agendas shall be published prior to the meeting in compliance with the OMA, giving the public appropriate notice of the opportunity to address the public officials.

Section 3: PROCEDURE FOR PUBLIC COMMENT. The Clerk or other appropriate person shall maintain a sign-up sheet for all persons wishing to speak for each covered meeting. Persons wishing to speak must identify themselves by either pre-registering with the Clerk prior to the meeting or entering their name on the appropriate sign-up sheet when attending the meeting. Persons wishing to comment on a specific agenda item or topic shall identify that topic

when registering. Persons wishing to speak shall be heard as time allows in the order in which they signed up.

Section 4: TIME LIMITATIONS ON PUBLIC COMMENTS. (A) *Individual Time Limits:* Each person wishing to speak shall be allotted three (3) minutes. Speakers who use less than the allotted three (3) minutes shall lose any remaining time. Unused time may not be transferred to another speaker.

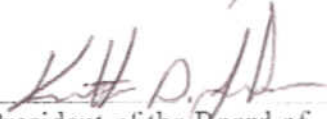
(B) *Total Time Limits:* Generally, fifteen (15) minutes shall be set aside on the agenda for open Public Comments. The Chairperson of the public body may extend the total time limit at his or her discretion. The Chairperson of the public body shall also have discretion in setting total time limits when opening the floor for public comment on specific issues outside of the time set aside on the agenda for open Public Comments.

Section 5: TOPIC LIMITATIONS ON PUBLIC COMMENTS. Except during time specifically allotted for open Public Comments or New Business, comments should be limited to agenda items and topics currently at issue during the meeting, or to the specific business of a special meeting, committee or subsidiary body.

Section 6: DECORUM. All speakers are expected to exhibit a reasonable level of decorum, including, but not limited to, maintaining a civil and respectful demeanor, refraining from the use of inappropriate language and interrupting other speakers. A speaker's time may be interrupted, cut short, or the speaker removed from proceedings if the Chairperson of the public body finds that a speaker's lack of decorum significantly interferes with its ability to conduct its business.

Section 7: ADDRESSING OFFICIALS IN WRITING. Persons wishing to address public officials whose roles do not include regular attendance at public meetings, or who feel their concerns cannot be expressed fully under the time and topic limitations applicable during public meetings, may do so in writing. Written comments may be submitted by U.S. Mail in care of Village Clerk, P.O. Box 25, Middletown Illinois 62666.

IN WITNESS WHEREOF, I, Kenneth A. Johnson being the President of the Board of Trustees of the Village of Middletown hereby certify that this resolution was approved by the Board of Trustees of the Village of Middletown on this 6 day of January, 2015



President of the Board of
Trustees Village of Middletown

STATE OF ILLINOIS)
 : SS
COUNTY OF LOGAN)

The undersigned, Joyce Skelton, being the keeper of the minutes and records of the Board of Trustees of the Village of Middletown hereby certifies that the attached resolution establishing Rules and Procedures Regarding Public Opportunity to Address Public Officials and Public Bodies was duly adopted on January 6, 2015, ~~2014~~, and that a copy of the attached resolution so establishing said Rules and Procedures is a true and accurate copy thereof.

Dated this 6th day of January, 2015

Joyce A Skelton
Village Clerk