

## **Champaign County Forest Preserve District**

### **RESOLUTION R-2013-04**

#### **A Resolution Establishing Policy & Guidelines for Public Comment at the Champaign County Forest Preserve District Board of Commissioners and Committee Meetings**

**WHEREAS**, the Champaign County Forest Preserve District Board of Commissioners (the "Board") wishes to encourage and provide meaningful and efficient means for for public comment, both written and verbal, at Board and Committee meetings; and

**WHEREAS**, the Board hereby adopts the following policy and guidelines to govern the delivery of public comment at Board and Committee meetings.

#### **BE IT RESOLVED BY THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT BOARD OF COMMISSIONERS:**

Section 1. Written communication directed to the Board or a Committee must be to the attention of the Board of Commissioners, Champaign County Forest Preserve District, P.O. Box 1040, Mahomet, Illinois 61853. Written communication must be actually received in accordance with this Resolution no later than twenty four (24) hours prior to the noticed time of a Board or Committee meeting in order to be presented at that meeting.

Section 2. Facebook, Twitter, other social media, email and web-based tools are not official or appropriate avenues to direct comment to the Board or any Committee.

Section 3. Public Comment shall be included as an agenda item for all Board and Committee meetings.

Section 4. Public comments shall be addressed to the Board or Committee as a whole. When addressing the Board and Committee, the commenter shall confine their comments to the matter at hand and avoid personal, disruptive and/or inflammatory comments. If in the discretion of the chairman of a Board or Committee meeting, or upon the affirmative vote of two-thirds (2/3) of the Board or Committee members present, a commenter's comments violate the spirit of this Resolution, the chairperson shall immediately terminate and deny the commenter further opportunity to comment at that meeting.

Vendors wishing to solicit Champaign County Forest Preserve District business shall not use the public comment portion of any public meeting for this purpose. Any business solicitation materials delivered to the Board or a Committee shall be forwarded to the appropriate District staff.

#### **Section 5. THE FOLLOWING GUIDELINES WILL GOVERN THE PUBLIC COMMENT PROCESS:**

- Persons wishing to address the Board or Committee shall provide their name, address and other contact information on the Public Participation sign-in sheet and when speaking.
- Persons may not sign up another speaker via proxy.
- Hand-held posters, signs and/or banners are not allowed in Board or Committee meetings unless they are part of a public comment presentation while it is occurring. Speakers may submit materials for subsequent viewing by Board or Committee members to the secretary of the meeting.
- The meeting chairperson shall have the discretion to limit the duration of individuals', or total, public comment at the meeting. Speakers may not cede their time to another speaker.
- The chairman of a meeting may choose to group speakers according to topic.

- After all public comment has been presented, the Board and or Committee members may, but shall not be obligated to reply to any comment or to discuss any of the issues presented.

Section 6. AMENDMENTS

This Resolution may be amended, withdrawn or superseded by action of the Board at any time.

Section 7. EFFECTIVE DATE

This Resolution shall be effective upon adoption by the Board.

Adopted this Day July 18, 2013