

# **CHAPTER 1            PUBLIC COMMENT POLICY**

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## **SECTION 1.01      Purpose**

The Village encourages input from the Public. The purpose of this policy is to ensure that the Public is allowed time to present their views pertaining to issues concerning the Village of McFarland while permitting the Village Board and its committees the ability to conduct their meetings in an effective manner.

## **SECTION 1.02      Application**

This policy applies to all Village Board and Committee meetings unless otherwise stated on the meeting agenda and/or announced at the beginning of the meeting by the presiding officer at the meeting.

## **SECTION 1.03      Procedure**

Comments from the Public on matters not on the posted Agenda are permitted only during the “Public Comments” portion of the meeting agenda. The following procedures are intended to accommodate input from the Public in a fair, reasonable, and orderly fashion:

- (a) The presiding officer will ask that if anyone wishes to address the Board or committee they should fill out the form provided in order to register to speak. The presiding officer will determine the order in which speakers will then be recognized upon receipt of forms provided. For matters that are on the posted Agenda, members of the Public may elect to speak during “Public Comments” or at the time the agenda item is presented.
- (b) Public comments shall be germane to any item pertaining to the Board’s or committee’s functions.
- (c) Each speaker shall provide his or her name and address, and the identity of any group or organization he or she is representing. All speakers shall address their comments to the Board or committee, and not to members of the audience.
- (d) Members of the Public making comments shall be respectful of others and refrain from the use of inappropriate language, innuendos, or other offensive actions or gestures.
- (e) Statements shall be kept as brief and to the point as possible.

- (f) The public comment time is not a question and answer session. Board and Committee members should refrain from engaging in any comments or questions that are posed to them. Citizens who wish to speak with individual Board or committee members are encouraged to directly contact Board or committee members to discuss Board or committee issues. Any written statements or correspondences submitted to the Clerk/Treasurer will be forwarded on to the Board or Committee.
- (g) The presiding officer shall have the right and discretion to control discussion and to determine both the length of time and the number of times a person may speak. Unless an exception is granted by the presiding officer, each person will be allowed a maximum of three (3) minutes to speak.
- (h) If a group with similar views on an issue wishes to speak during the public comment period, the meeting presiding officer can ask that a spokesperson be selected to address the Board or committee.
- (i) Because minutes are a summary record of the Board's or committee's discussions and actions, speaker requests to append written statements or correspondence to the minutes will not be approved. Written comments to the Board or Committee may be submitted to the Village Clerk/Treasurer.

**SECTION 1.04     Agenda Item Discussion**

- (a) Discussion with the general Public will be limited to the following as recognized by the presiding chair:
  - (i) Village Staff.
  - (ii) Village consultants.
  - (iii) Developers including their consultants.
  - (iv) Project representatives.
- (b) The purpose of the Agenda Item Discussion is to assist the Village Board or Committee in making a decision on the matter that has been presented for consideration.

Adopted:     June 11, 2018

Revised:     None