

EXHIBIT A

VILLAGE OF BERKELEY, ILLINOIS

PUBLIC COMMENT AND PARTICIPATION POLICY

A. **AUTHORITY AND APPLICATION.** These rules concerning public comment and participation (“**Rules**”) apply to all public bodies in the Village (“**Public Bodies**”), except that if a Public Body adopts, or has adopted, a more specific protocol or procedure that provides additional opportunities for public comment and participation, the more specific protocol or procedure govern and control. The President or Chairperson of the Public Body (“**Presiding Officer**”) may designate additional time for public comment at a meeting as provided in these Rules, subject to the approval of the Trustees or Members of the Public Body (“**Trustees**”).

B. **PUBLIC COMMENT AND PARTICIPATION.**

1. **Rules Governing Public Comment Time.**

- a. The agenda of every regular and special meeting of all Public Bodies must include a reservation of time at the end of the meeting for public comment (“**Public Comment Time**”).
- b. Subject to these Rules, the Presiding Officer will recognize and allow to speak any person desiring to speak during Public Comment Time.
- c. Public Comment Time is in addition to, and does not replace, the opportunity for the public to speak during any duly convened public hearing conducted by the Public Body.
- d. No person may speak during the Public Comment Time for more than three minutes, unless the Presiding Officer designates a longer time period.
- e. No person may speak during Public Comment Time unless they sign a sign-in slip or sheet at the beginning of the meeting.
- f. The Presiding Officer may recognize Village residents to speak before all other persons desiring to speak; provided that Village residents are subject to the same time limitations and time period restrictions as all other persons desiring to speak.

2. **Rules Governing All Public Comment.**

- a. Each speaker must state their name in a clear manner so that it can be recorded in the minutes of the meeting.
- b. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation. A speaker will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people, groups, or associations. A speaker may not yield time to

another speaker.

- c. Remarks must relate to a matter in the purview of the Public Body.
- d. For speakers desiring to use audio or visual equipment in connection with a presentation, arrangements for such use must be made with the Village in advance of the meeting.
- e. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own comments, and should refrain from repeating comments that have previously been provided to the Public Body by other individuals.
- f. No person may engage in illegal conduct during the meeting. The Presiding Officer may limit the comments of any person who engages in this conduct. No person may continue to speak after the Presiding Officer has taken the floor from that person.
- g. All questions or statements from the floor must be directed to the Presiding Officer and members of the Public Body holding the meeting. All others will be ruled out of order. The Presiding Officer, members of the Public Body holding the meeting, and Village staff do not have an obligation to answer any questions.
- h. If the room has a podium, remarks must be made from the podium. If there is no podium, the speaker must make remarks from the location designated by the Presiding Officer.
- i. Unless the meeting has been designated to be a remote/virtual meeting in accordance with the rules and procedures of applicable Illinois law, any person desiring to make a public comment must do so in person at the location at which the meeting is taking place.
- j. The Presiding Officer has the right to interrupt a speaker in order to enforce these Rules or other applicable rules.

3. **Interruptions and Other Disturbances.** No person may interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.

4. **Enforcement.** Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the Presiding Officer or a majority of the members of the Public Body holding the meeting, or be subject to other action as deemed necessary by the Presiding Officer or members of the Public Body holding the meeting. If a person is evicted, they may not return during the remainder of the meeting.

5. **Written Submissions.**

- a. Any person has the right to provide written comments to any Public Body or any other Village official by addressing those comments to:

Village of Berkeley
5819 Electric Avenue
Berkeley, Illinois 60163
Attention: Village President and Village Administrator

and delivering the comments via any of the following methods:

- i. by personal delivery at the front desk of Village Hall between 8:30 a.m. and 4:30 p.m. Monday through Friday;
 - ii. by mail, courier, or any similar delivery service; or
 - iii. by email to vobfinance@berkeley.il.us.
- b. All written submissions received will be provided to the President and Trustees for their review. In addition, the Presiding Officer may, in the Presiding Officer's sole discretion, elect to read aloud any written public comment during the Public Comment Time, but has no obligation to do so.
6. **Publication.** These Rules will be made available for public inspection at the front desk of the Village Hall between 8:30 a.m. and 4:30 p.m. Monday through Friday and will be posted on the Village's website.