

# **PUBLIC PARTICIPATION RULES**

Manteno Municipal Code: 1-6-9

Approved 3/21/2011; Updated 2/5/2024

1. All persons wishing to speak must sign in prior to start of meeting. Alternatively, when there is an anticipated large number of speakers, no sign up is required, public may line up in groups of five or such other manner most efficient. Speakers will be called in the order they signed up.
2. Speakers shall address the public body from the podium/microphone and state name for record.
3. Speakers shall only be permitted to speak once.
4. Speakers shall limit remarks to three (3) minutes. Speakers will be informed when time has expired.
5. Proxies or yielding time in whole or in part to another person shall not be permitted.
6. Public Participation shall be limited to no more than thirty (30 minutes) in total unless extended for a time certain by the chairman or by a majority vote of public body.
7. Groups of speakers should, whenever possible, consolidate their comments and avoid repetition by use of representative speakers.
8. Speakers shall face and direct remarks to the public body as a whole and not to an individual board member, staff member, third party or the audience.
9. Speakers may ask questions, but there shall be no obligation for individual board members or staff to respond.
10. Conversations, questions, and debates between speakers and other audience members is prohibited.
11. Speakers shall refrain from harassing or directing threats or personal attacks at board members, staff, other speakers or members of the audience.
12. Members of audience shall maintain decorum and refrain from noisy outburst or other distracting actions such as yelling, applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member of public body member.
13. Any person may be expelled from the board room for the remainder of a meeting if repeatedly or purposefully violating any rule or acts in a disorderly manner so as to disrupt the ability of the public body to conduct its meeting.