

Rules and Guidelines for the Conduct of Open Meetings

Resolved by the Board of Commissioners, County of Menard, and State of Illinois:

WHEREAS, it has been the custom and practice of the Menard County Board of Commissioners, Board of Review, Farmland Assessment Committee, Public Building Study Group, Sunny Acres Nursing Home Advisory Board, Planning Commission and Zoning Board of Appeals, to provide an opportunity for citizens to be heard during their regular meetings, and;

WHEREAS, the Open Meetings Act of the State of Illinois has recently been amended to provide for an opportunity for members of the public to address open meetings of public bodies, subject to rules that may be adopted, and;

WHEREAS, the Menard County Board of Commissioners, Board of Review, Farmland Assessment Committee, Public Building Study Group, Sunny Acres Nursing Home Advisory Board, Planning Commission and Zoning Board of Appeals has determined to adopt rules ;

THEREFORE, be it resolved by the Menard County Board of Commissioners, that the following rules and guidelines are adopted for the conduct of the open meetings of the Menard County Board of Commissioners and its subsidiary boards comprised of the Board of Review, Farmland Assessment Committee, Public Building Study Group, Sunny Acres Nursing Home Advisory Board, Planning Commission and Zoning Board of Appeals:

- There shall be at least one agenda item titled "Hearing of Citizens" on each agenda for an open meeting of the Menard County Board of Commissioners, Board of Review, Farmland Assessment Committee, Public Building Study Group, Sunny Acres Nursing Home Advisory Board, Planning Commission and Zoning Board of Appeals.
- Under the agenda topic, "Hearing of Citizens" any person wishing to address the public body shall have an opportunity to be heard in conformance with the rules adopted herein.
- Any person wishing to address the public shall identify himself or herself on the record by name and residence address.
- Any person wishing to address the public body shall be limited to a single subject and presentation of not longer than three (3) minutes, unless such time limit is waived, for cause, by the public body.
- In the event more than one person wishes to address the public body on the same subject, the persons wishing to address the public body are requested to not make repetitious presentations. The presiding officer may terminate repetitious presentations.
- Written submittals may be presented at the time of the meeting and deposited with the presiding officer or presiding officer's designee, to be held and included with the records of the meeting.