

**Urbana & Champaign Sanitary District**  
**Administrative Guidelines**

**Subject:** Public Comment during Board Meetings

**General Statement:**

Subject to the guidelines set forth in the policy, members of the public may comment at regular or special meetings open to the public. The Presiding Officer is the Board President or another Trustee acting on behalf of the Board President in his/her absence.

**Guidelines:**

1. To allow for an orderly and effective presentation of comments and opinions, the following guidelines have been established regarding comments from the public during Board meetings.
2. Comments shall be confined to topics or activities which fall within the statutory authority of the Board of Trustees (Board).
3. Each person who wishes to address the Board shall:
  - a. Sign the Public Comment Presenter sheet prior to the start of the meeting. The information required shall include name, home address, topic to be addressed, and, if applicable, the organization or person that s/he is representing.
  - b. After securing recognition to proceed and prior to commenting, the person shall state the same information as required on the sign-in sheet.
4. All remarks shall be addressed to the Board as a whole and not to any individual member. No questions shall be asked of the Board or Staff members without obtaining permission from the Presiding Officer. The Presiding Officer shall not permit any communication, whether oral or written, to be made or read that does not bear directly on an agenda item.
5. All remarks by an individual shall be limited to five (5) minutes unless further time is granted by permission from the Presiding Officer. The Presiding Officer shall monitor each speaker's use of time and shall notify the speaker when the allotted time is expired.
6. In order to expedite Board business and to avoid repetitive presentations, whenever a group of persons wishes to address the Board on the same subject matter, the Presiding Officer may request that a spokesperson be selected from the group to address the Board. If additional matters are to be presented by any other members of the group, the Presiding Officer may limit the number of people and limit the presentation to information not already presented by the group spokesperson. The collective remarks by the spokesperson shall not exceed fifteen (15) minutes in length unless further time is granted by permission from the Presiding Officer.
7. The total time provided for all Public Comment shall not exceed sixty (60) minutes unless further time is granted by permission by the Presiding Officer.
8. Information or questions submitted prior to the meeting may be responded to during the discussion of the agenda item if the information is received in sufficient time for review. Additional information related to the remarks may be submitted in writing to the Board for later consideration and/or response.
9. Members of the public may address the Board in the following ways:

- a. During the Audience Participation portion of the agenda, the public may address the Board about topics not on the agenda. The public may provide comments, but not ask questions or establish dialogue with the Board. Due to the provisions of the Open Meetings Act, the Board is not able to take any action on items that do not appear on the agenda unless designated as such.
- b. Comments related to items on the agenda may be made when that item is being discussed by the Board. The Board may, at their discretion, engage in dialogue or seek further information from the person recognized to speak.

Effective: May 2, 2013

Revised: December 7, 2017