

VILLAGE OF HAMMOND  
PIATT COUNTY, ILLINOIS

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ORDINANCE #2020-17

“An Ordinance Regulating Public Comment at Public Meetings in the Village of Hammond,  
Illinois”

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ADOPTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF HAMMOND THIS  
14th DAY OF OCTOBER 2020

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Published in pamphlet form by authority of the Village Board of the Village of Hammond, Piatt  
County, Illinois, this 14th day of October 2020

VILLAGE OF HAMMOND  
PIATT COUNTY, ILLINOIS  
ORDINANCE #2020-17

**WHEREAS**, the Village of Hammond, Piatt County, Illinois, is a duly established and functioning municipal corporation; and

**WHEREAS**, the Village of Hammond, Illinois has studied the issue of public comment at public meeting within the Village of Hammond; and

**WHEREAS**, the Village of Hammond, Illinois deems it necessary to enact this Ordinance to protect the orderly conduct of meetings within the Village.

Be it ordained by the President and the Board of Trustees of the Village of Hammond, Piatt County, Illinois, as follows:

The rules and procedures for public comment at all open meetings of the Board of Trustees and all Village committees/boards shall be as follows:

1. A public comment period shall be held during every open meeting of the Board of Trustees and all Village committees/boards. Except upon motion approved by a majority of the Board of Trustees of the Village, the public comment period shall not exceed 30 (thirty) minutes for open meetings of the Board of Trustees and Zoning Board, and two (2) 15 (fifteen) minutes for open meetings of all other Village committees/boards. The right to public comment does not apply to closed meetings/executive sessions.
2. Anyone desiring to address the Board of Trustees or a Village committee must sign in at least five (5) minutes before the start of the meeting at which the person desires to speak. The person shall list his/her name and address when he/she signs in.
3. Public comment shall be permitted by the presiding officer only during the designated public comment period specified on the agenda. The presiding officer shall recognize registered speakers in the order in which they signed in.
4. Public comment is limited to a total of five (5) minutes per registered speaker at any open meeting of the Board of Trustees and is limited to a total of three (3) minutes per registered speaker at any open meeting of a Village committee. This time limit should be uniformly enforced. A speaker cannot give his or her allotted minutes to another speaker.
5. Once a registered speaker has been recognized by the presiding officer, the speaker shall only speak from the location where he or she is standing or sitting and shall not approach the members of the Board of Trustees. Registered speakers shall begin their comments by stating his or her name.
6. The public comment period is not intended to require members of the Village Board or Village staff to provide responses and answers to questions to speakers. Discussions between speakers, members of the audience, and representatives of the Village shall not be permitted.
7. After a speaker has concluded making a public comment, or his/her allotted time for public comment has expired, he or she shall be seated with no further debate, dialogue, or comment.

8. All comments must be civil and respectful in nature. Any speaker making defamatory, obscene, or discriminatory, threatening, or abusive comments or behavior, may be deemed out of order by the presiding officer, the speaker's public comment may be terminated, and if the comments or behavior persist, the speaker may be required to leave the meeting.
9. If numerous persons wish to speak on a single issue, the presiding officer may recognize a specific number of registered speakers to make comments regarding the matter, though all the time allotted for public comment shall be utilized. Any registered person who is not able to address the Village for this reason or due to the expiration of the time allotted for public comment will be encouraged to attend a subsequent meeting to address the Board of Trustees or Village committee and/or to provide written comments.
10. (5 ILCS 120/2.05) (from Ch. 102, par. 42.05) Sec. 2.05. Recording meetings. Subject to the provisions of Section 8-701 of the Code of Civil Procedure, any person may record the proceedings at meetings required to be open by this Act by tape, film or other means. The authority holding the meeting shall prescribe reasonable rules to govern the right to make such recordings. If recording, the participant must announce that he/she will be recording the meeting.

Except as detailed above, all other Ordinances of the Village of Hammond shall remain their current language and remain in full force and effect.

This ordinance shall be in effect and be in full force immediately after its passage, approval, and publication in pamphlet form according to law.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed insofar as they are in conflict with this ordinance. Except as detailed above, all other ordinances of the Village of Hammond shall retain their current language and remain in full force and effect.

Passed by the Board of Trustees of the Village of Hammond, Piatt County, Illinois, this 14th day of October 2020, by the following roll call vote:

AYES: 6

NAYS: 0

ABSENT: 0

Approved by the President of the Board of Trustees of the Village of Hammond, this 14th day of October 2020.

Deborah Waldrop  
President, Board of Trustees  
Village of Hammond, Piatt County, Illinois

Brenda Sebens  
Village of Hammond Clerk/Treasurer

State of Illinois                    )  
  ) ss.  
County of Piatt                    )  
Certificate of Publication        )

I, Brenda Sebens, certify that I am the duly appointed and acting Municipal Clerk of the Village of Hammond, Piatt County, Illinois.

I further certify that on October 14, 2020, the Corporate Authorities of such municipality passed and approved Ordinance #2020-17, entitled " An Ordinance Regulating Public Comment at Public Meetings in the Village of Hammond, Illinois", which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance #2020-17, including the Ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted in the municipal building commencing on October 15, 2020 and continuing for at least 10 (ten) days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

Dated at Hammond, Illinois, this 14th day of October, 2020.

(SEAL)

Brenda Sebens  
Municipal Clerk