

**Rock Island Township**  
**Policies for Public Comment**  
**and Meeting Conduct**  
**(Approved August 26, 2013)**

1. Anyone wishing to address the Rock Island Town Board during the “Public Comment” section of the Town Board meeting is required to sign in, stating their name, address and the topic they wish to present.
2. Such presentations shall be limited to five (5) minutes per speaker unless the Town Board acts to waive this limit and extend the time. Said time limit shall not include questions from the Town Board nor responses from the speaker. The Township Supervisor or Acting Chairperson shall give the speaker a thirty (30) second notice prior to the expiration of the time allotted.
3. Persons signing in will ordinarily be entitled to be heard in the order in which they signed in. However, if an individual wishing to be heard on a topic has already addressed the Town Board on that topic, and other individuals who signed in wish to address that same topic or a new subject, those individuals shall be heard first.
4. One participant's allotted time for addressing the Town Board may not be donated to another participant
5. In the event that an individual has addressed the Town Board on more than one occasion on the same topic, the Township Supervisor or Acting Chairperson reserves the right to refuse the individual the opportunity to address the Town Board again on the same subject.
6. Presentations for Agenda Items shall be limited to five (5) minutes per speaker. This limitation does not apply to staff presentations nor does it include responses to questions from the Town Board or discussion periods involving Town Board members. The Town Board reserves the right to waive the time limitation.
7. Signs or banners shall not be allowed in the Township Hall.
8. Bullhorns or other sound amplifying equipment are not allowed in the Town Hall other than those used by the news media in the course of their news reporting functions.
9. The presiding officer shall preserve strict order and decorum at all meetings. No person shall be allowed to interfere with the orderly conduct of a Town Board meeting.
10. In conducting the public's business, the Town Board is committed to the principles of civility, honor, and dignity. Individuals appearing before the Town Board are requested to observe the same principles when making comments on items and issues presented to the Town Board for their consideration.
11. All speakers are required to use proper language when addressing the Town Board or the audience. No one shall use profanity or cursing,

aggressive or threatening behavior when addressing the Town Board or other participants. All comments are directed to the Town Board. No personal verbal attacks toward any individual will be allowed during the conduct of a Town Board meeting. The Supervisor or Acting Chairperson may have an individual(s) removed from the podium and/or Town Board Meeting Room if such conduct persists after a warning has been issued.

12. In the case that any person is declared out of order by the presiding officer and ordered expelled, and does not immediately leave the Town Board Meeting Room, the following steps shall be taken:
  - a. The Supervisor or Acting Chairperson shall declare a recess.
  - b. The person shall be approached by a police officer and advised that he has been ordered expelled.
  - c. In case the person does not remove himself from the area he may be placed under arrest, should the person continue to willfully interrupt or disturb the meeting.
13. All members of the Town Board shall accord the utmost courtesy to each other, Township employees and the public appearing before the Town Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities. During Town Board meetings, cell phones are to be turned off or silenced. Use of cell phones by Town Board members and Township staff for talking, texting, emailing or similar use shall not be allowed during meetings, except for emergency communications, while on breaks or for the purpose of taking notes.
14. Cell phones, smart phones, tablets, laptop computers and similar devices may be used to record (audio and / or video) the proceedings providing the act of doing so does not unduly interfere with the conduct of the meeting.
15. Members of the Town Board must at all times recognize that their actions, both public and private, may reflect upon the Town Board as a whole and further may reflect upon the Town of Rock Island. Conduct unbecoming of a public official may result in appropriate action taken by the Town Board in accordance with State Statutes.
16. Town Board meetings shall comply with the Illinois Open Meetings Act, as amended.

By action of the Rock Island Township Board on the 26<sup>th</sup> day of August 2013.

---

Alan M. Carmen  
Rock Island Township Supervisor