



ORDINANCE NO. 817

AN ORDINANCE OF THE VILLAGE OF MACKINAW,  
TAZEWELL COUNTY, ILLINOIS, ADOPTING RULES OF  
ORDER FOR PUBLIC COMMENT FOR THE VILLAGE OF  
MACKINAW BOARD OF TRUSTEES.

Published in pamphlet form by authority of the Village President and  
Board of Trustees of the Village of Mackinaw

NOVEMBER 9, 2010

STATE OF ILLINOIS )  
COUNTY OF TAZEWELL ) SS  
VILLAGE OF MACKINAW )

CERTIFICATE OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Mackinaw, Tazewell County, Illinois (the "Issuer"), and as such official I am the keeper of the records and files of its President and Board of Trustees (the "Corporate Authorities").

I do further certify the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the 8<sup>th</sup> day of November, 2010, insofar as same relates to the adoption of *Ordinance No. 817*, entitled:

*"An Ordinance of the Village of Mackinaw, Tazewell County, Illinois, An Ordinance Adopting Rules of Order for Public Comment for the Mackinaw Village Board of Trustees."*

A true, correct and complete copy of which ordinance (the "Preliminary Ordinance" or "Ordinance") as adopted at such meeting appears in the transcript of the minutes of such meeting. The Preliminary Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify the deliberations of the Corporate Authorities on the adoption of such Preliminary Ordinance were taken openly and was on the agenda at least 48 hours before the meeting at which it was adopted, that the adoption of such ordinance was duly moved and seconded, that the vote on the adoption of such ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such Act and such Code and their procedural rules in the adoption of such ordinance.

The pamphlet form of *Ordinance No.817*, including the ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted for public inspection in the municipal building, the Mackinaw United States Post Office, and the Mackinaw Library commencing on *November 9, 2010* and continuing for at least ten days thereafter. The original ordinance was adopted by the Board of Trustees of the Village of Mackinaw at a regular meeting, attended by six members of the Board, and approved by the President, as said Ordinance appears on file in my office and as the same is recorded in the Book of Ordinances of said Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the official seal of said Village of Mackinaw, Illinois, this *22nd day of November, 2010*.

[Redacted Signature]

Village Clerk



ORDINANCE NO. 817

AN ORDINANCE ADOPTING RULES OF ORDER FOR PUBLIC COMMENT FOR THE MACKINAW VILLAGE BOARD OF TRUSTEES.

WHEREAS, the President and Board of Trustees of the Village of Mackinaw, Tazewell County, Illinois is authorized under and pursuant to Section 3.1-40-15 of the Illinois Municipal Code (65 ILCS 5/3.1-40-15) to determine its own rules of proceeding; and

WHEREAS, the Corporate Authorities of the Village now desire and intend to adopt certain rules of proceeding as are now set forth in a document entitled Village of Mackinaw "Guidelines for Public Comment," a copy of which is attached hereto and incorporated herein by this reference thereto.

WHEREAS, the Corporate Authorities of the Village now desire and intend to adopt certain rules of proceeding as are now set forth in a document entitled Village of Mackinaw "Guidelines for Use of Recording Equipment," a copy of which is attached hereto and incorporated herein by this reference thereto.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW, TAZEWELL COUNTY, ILLINOIS, as follows:

SECTION 1. Adoption of Public Comment Rules. That the attached Guidelines for Public Comment be and the same are hereby adopted as the rules for public comment for the Village of Mackinaw.

SECTION 2. Adoption of Rules for Use of Recording Equipment. That the attached Guidelines for Use of Recording Equipment be and the same are hereby adopted as the rules for the use of recording equipment for the Village of Mackinaw.

SECTION 3. Effective Date. This ordinance shall take effect 10 days after publication thereof as provided by law.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the 8<sup>th</sup> day of November, 2010.

APPROVED:



President of the Board of Trustees of  
The Village of Mackinaw

ATTEST:



Village Clerk

AYES: 6

NAYS: 0

ABSENT: 0

### **Guidelines for Public Comment:**

1. The public shall be allowed to address the Village Board only during the Public Comment period of the regular board meeting or at such other times as approved by the Village Board majority.
2. Members of the public wishing to address the Village Board shall do so only after placing their name upon a sign-in sheet as an individual wishing to address the Village Board.
3. Speakers shall step to the front of the room prior to addressing the Village Board.
4. Speakers shall give their name, organization or other pertinent background information.
5. Speakers shall limit their remarks to five minutes, unless otherwise approved by the Village Board majority.
6. Speakers shall address all remarks to the Village Board as a body and not to any single member thereof.
7. Speakers shall observe proper decorum when addressing the Village Board. Any speaker, or member of the general public, who disrupts a meeting through verbal or non-verbal action; or through other disruptive conduct shall, at the discretion of the Village Board majority, be ruled out of order. If after receiving a warning, any speaker, or member of the general public, who persists in disrupting the meeting, shall be ordered, by any member of the Village Board or by the Village President, to leave the board meeting, and law enforcement may be utilized to enforce such order, if necessary.
8. Village Board members shall be respectful of all speakers and allow them uninterrupted time to provide comments and express their point of view.

### **Guidelines for Use of Recording Equipment**

1. Any member of the general public is allowed to audio or video record public Village Board meetings. The recording should be done in a manner which does not disrupt the meeting. If it is determined, by the Village Board majority, that a recording is disrupting the meeting, a request will be made of the person or persons recording the meeting to make an accommodation to avoid continued disruption. If after receiving the request, the disruptor continues, the person or persons recording the meeting shall be ordered, by any member of the Village Board or by the Village President to leave the board meeting, and law enforcement may be utilized to enforce such order, if necessary.