

RESOLUTION NO. R2026-09

**A RESOLUTION ADOPTING
THE PUBLIC COMMENT POLICY**

WHEREAS, the City of Warrenville recognizes that the opportunity for members of the public to address public officials during a public meeting is essential to democratic self-governance; and

WHEREAS, public bodies in the State of Illinois are required by the Open Meetings Act (5 ILCS 120) to offer members of the public an opportunity to address the public body pursuant to rules adopted by the body; and

WHEREAS, the Mayor and the City Council desire to adopt the Public Comment Policy ("**Public Comment Policy**"), which sets forth the rules governing public comment during meetings of the City Council and other subsidiary bodies of the City; and

WHEREAS, the Public Comment Policy is intended to update and replace any existing public comment rules previously adopted by the City; and

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the City and the public to adopt the Public Comment Policy in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF WARRENVILLE, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Recitals. The recitals listed above are incorporated in this Resolution as if fully set forth in this Resolution.

SECTION 2: Adoption of Public Comment Policy. The Public Comment Policy is hereby approved and adopted in the form attached to this Resolution as **Exhibit A**. This policy supersedes and replaces any prior adopted rules pertaining to the opportunity to provide public comment at meetings of the City Council meetings and other subsidiary bodies of the City previously adopted by the City Council.

SECTION 3: Effective Date. This Resolution shall be in full force and effect following its passage and approval in the manner provided by law.

[Voting Record and Signature Page Follows]

PASSED THIS ____ day of _____, 2026.

AYES: ____ NAYS: ____ ABSENT: ____ ABSTAIN: ____

APPROVED THIS ____ day of _____, 2026.

MAYOR

ATTEST:

CITY CLERK

EXHIBIT A
PUBLIC COMMENT POLICY

EXHIBIT A

Public Comment Policy

Authority

This policy concerning public comment and participation is adopted pursuant to Section 2.06 (g) of the Illinois Open Meetings Act (“OMA”), and is intended to provide rules pursuant to which members of the public may address public officials during public meetings (“Public Comment Time”).

Scope

The rules set forth in this Policy apply to Public Comment Time at all public meetings held by the City of Warrenville and any subsidiary public body of the City to which the OMA is applicable (collectively, “Public Bodies”), including, but not limited to Plan Commission/Zoning Board of Appeals, and all other City Boards, Commissions, and Committees.

Purpose

The City of Warrenville values the input of its residents and encourages active participation in the decision-making process. The purpose of this policy is to establish a clear process for Public Comment Time in order to maintain an orderly and respectful environment during public meetings. Public Comment Time is intended to allow members of the public to address the Public Body on a topic that is germane to matters within the specific purview and jurisdiction of the Public Body.

Rules

1. Location:

Unless the meeting is a remote meeting in accordance with the provisions of the OMA, any person desiring to make a public comment must do so in person at the location at which the public meeting is taking place. As provided in Section 6 of these Rules, written comments may be submitted to the Public Body, but written comments will not be read aloud during Public Comment Time. Speakers are encouraged to sign up in advance to speak by completing the appropriate form and providing it to staff or the City Clerk prior to the meeting. If you wish to speak on a specific agenda item, please note the agenda number or topic when signing up.

2. Topics:

Public Comment Time is intended for comments on matters that are specific to an item listed on the meeting agenda or germane to a matter within the purview of the Public Body. For comments regarding a matter on the agenda, the Presiding Officer may, at their discretion, allow the comment to be provided during that agenda item.

3. Time Limit:

No speaker may speak during Public Comment Time for more than three minutes, unless the Presiding Officer designates a longer time period for that meeting, which longer time period must be applicable to all persons making comments during Public Comment Time at that meeting. The maximum amount of time allocated for Public Comment Time at any meeting is 30 minutes, unless determined otherwise by the Presiding Officer prior to the commencement of Public Comment Time.

In the event that all persons desiring to speak during the Public Comment Time are not able to do so within the time limit allowed, the Presiding Officer may either extend the time allocated for Public Comment Time, or allow for continuation of Public Comment Time after the completion of all other matters on the agenda. If the Presiding Officer decides to extend the time allocated for Public Time or allows for its continuation after other matters on the agenda,

that decision may be overruled by a majority vote of the members of the Public Body present at the meeting.

A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.

A speaker may not yield time to another speaker.

4. Elected Officials and Staff Interaction:

Unlike a “public hearing,” at which testimony is presented under oath and may be subject to examination by, and dialogue with, public officials and others in attendance, Public Comment Time is strictly limited to comments made by a speaker to the Public Body. Public Comment Time is not intended to be a forum for open dialogue or engagement. Officials and City staff generally will not engage in direct responses to public comments during the meeting. This ensures that the meeting remains on schedule and focused on the agenda. However, speaker concerns and suggestions will be carefully considered. If a speaker would like a follow-up regarding their comment, they may provide their contact information at the time of speaking or reach out directly to staff after the meeting. The Presiding Officer may direct the City Administrator or other City staff to respond to questions or issues raised in a public comment at an appropriate time after the public meeting.

5. Respectful and Constructive Communication:

All comments should be delivered in a respectful, courteous, polite, and constructive manner. No speaker may engage in conduct or speech that is imminently threatening to any person, incites violence, or that is obscene. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Public Body to conduct the meeting.

Speakers must state their name in a clear manner so that it can be recorded in the minutes. Speakers are not required to state their home address; however, the Presiding Officer may ask the speaker to state whether they are a resident of the City. If the speaker is representing an individual, group, or association, the speaker must disclose that representation.

All comments must be directed to the Public Body, and not to any member of the public, audience, or staff.

Speakers must speak from the podium or designated location in the public meeting room as designated by the Presiding Officer.

6. Written Comments:

Written comments may be submitted prior to the meeting or during the meeting for inclusion in the public record. However, written comment submitted will not be read aloud during the meeting. Written comments should be addressed to the Presiding Officer of the Public Body or City Clerk to:

City of Warrenville City Hall
3S258 Manning Avenue
Warrenville, IL 60555
Or by email to clerk@warrenville.il.us

All written submissions received for the Public Body will be provided to the members of the Public Body.

7. **Enforcement by the Presiding Officer:**

The Presiding Officer has the authority and the direction to strictly enforce these Rules, and to do so in a fair and consistent manner. The Presiding Officer may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the Presiding Officer determines is violating these Rules.

Any person that the Presiding Officer determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the Presiding Officer. Additionally, the Presiding Officer or a majority of the members of the Public Body may require that person to leave the premises of the meeting.