

EXHIBIT B

THE CITY OF LAKE FOREST

RULES CONCERNING PUBLIC COMMENT AND PARTICIPATION

A. AUTHORITY AND APPLICATION: These rules concerning public comment and participation ("*Rules*") apply to all public bodies in the City ("*Public Bodies*"), except that, if a Public Body adopts, or has adopted a more specific protocol or procedure that provides additional opportunities for public comment and participation, the more specific protocol or procedure shall govern and control. The Mayor or Chairperson of the Public Body ("*Presiding Officer*") may designate additional time for public comment at a meeting as provided in these Rules, subject to the approval of the Aldermen or Members of the Public Body ("*Members*").

B. PUBLIC COMMENT AND PARTICIPATION:

1. Rules Governing Public Comment Time.

- a. The agenda of every regular and special meeting of all Public Bodies shall include a reservation of time near the beginning of the meeting for public comment ("*Public Comment Time*").
- b. Subject to Rule B.1.d, the Presiding Officer shall recognize and allow to speak any person desiring to speak during Public Comment Time.
- c. Public Comment Time is in addition to, and does not replace, the opportunity for the public to speak during any duly convened public hearing conducted by the Public Body.
- d. If a person desires to speak during Public Comment Time about a matter that is the subject of a specific agenda item at the same meeting, and public comment will be allowed during that agenda item whether by designation of the Presiding Officer or in the course of a duly convened public hearing, the Presiding Officer may require that person to speak about the matter during the agenda item instead of during Public Comment Time. If no public comment will be allowed during the specific agenda item, then the person will be allowed to speak about the matter during Public Comment Time.
- e. The total amount of time allocated for Public Comment Time at any meeting shall not exceed 15 minutes, unless determined otherwise by the Presiding Officer. Speakers shall be entitled to address the Public Body on a first-recognized, first-served basis; provided, however, that a speaker may, in advance of a public meeting, request in writing to the Presiding Officer of a Public Body the opportunity to speak at such meeting. 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 shall have the option (but not the obligation) of extending the time allocated for Public Comment Time, either at the point designated

on the agenda, or at such later point on the agenda, or as the Public Body may otherwise determine.

- f. No person shall speak during the Public Comment Time for more than ~~four~~ three minutes, unless the Presiding Officer designates a longer or shorter time period. Generally, the longer or shorter time period will apply to all persons participating in the Public Comment Time at the same meeting.

2. Rules Governing All Public Comment:

- a. Each speaker must state his or her name and address in a clear manner so that it can be recorded in the minutes of the meeting. When a location has been designated in the meeting room for speakers to address the Public Body, the speaker must address the Public Body from that location unless the Presiding Officer otherwise allows.
- b. If a speaker is representing, or speaking on behalf of, an individual, group, or association, the speaker must state the nature of that representation.
- c. For speakers desiring to use audio or visual equipment in connection with a presentation, arrangements for such use must be made with the City in advance of the meeting.
- d. In the interest of promoting the efficient conduct of public business, speakers should refrain from repeating their own testimony and comments, and should refrain from repeating testimony and comments that have previously been provided to the Public Body by other individuals.
- e. Speaker time limits may be enforced by the Presiding Officer.
- f. No person may be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil. The Presiding Officer may limit the comments of any person who engages in this conduct. No person may continue to speak after the Presiding Officer has taken the floor from that person. Public comments should be directed to matters within the purview of the Public Body.
- g. Although the Public Comment Time may be used to address questions to the Public Body, a speaker is not entitled to a response to any such question during the Public Comment Time.
- h. All questions or statements from the floor must be directed to the Presiding Officer and the Members. All others will be ruled out of order.
- i. The Presiding Officer shall have the right to interrupt a speaker in order to enforce these Rules or other applicable rules, including parliamentary rules as determined by the Presiding Officer.

3. **Interruptions and Other Disturbances:** No person shall interrupt the proceedings of a Public Body or cause any other form of disturbance or disruption.
4. **Enforcement:** Any person violating the standards of process and decorum set forth in these Rules may be evicted from the premises of the meeting at the order of the Presiding Officer or a majority of the Members, or be subject to other action as deemed necessary by the Presiding Officer and Members.
5. **Written submissions.** Any person shall have the right at any time to provide written comments to any Public Body or any other City official by addressing those comments to: The City of Lake Forest, do City Manager, 220 East Deerpath, Lake Forest IL 60045, and delivering the comments via any of the following methods:
 - i. by personal delivery at the front desk of the City Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday;
 - ii. by mail, courier, or any similar delivery service;
 - iii. by facsimile to (847) 615-4289, or
 - iv. by email to cityhall@cityoflakeforest.com.
6. **Publication.** These Rules will be made available for public inspection at the front desk of the City Hall between 8:00 a.m. and 4:30 p.m. Monday through Friday.