

SEP 10 2025 YK

FILED

ORDINANCE NO. 2025-9-10

**AN ORDINANCE ADOPTING RICHMOND TOWNSHIP
RULES OF CONDUCT
FOR PUBLIC COMMENTS AT OPEN MEETINGS**

WHEREAS, Richmond Township ("Township") is an Illinois Township organized and existing pursuant to the Illinois Township Code 60 ILCS 1/1-1 et seq;

WHEREAS, the Township Board is a public body and as such, its meetings are subject to the Illinois Open Meetings Act ("Act"), 5 ILCS 120/1 et seq;

WHEREAS, Section 2.06(g) of the Act provides that "[a]ny person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body"; and

WHEREAS, while the Township historically has provided for public comment at each of its meetings, it has determined that the rules for such public comment should be formalized through adoption of this Ordinance approving the Richmond Township Rules of Conduct for Public Comments at Open Meetings attached hereto and incorporated herein by reference as "Exhibit A."

NOW, THEREFORE, BE IT ORDAINED by the Township Board of Richmond Township, McHenry County, Illinois, as follows:

SECTION 1: The Township Board hereby adopts Exhibit A, the proposed Richmond Township Rules for Public Comment at Open Meetings.

SECTION 2: Severability. If any section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 3: Repeal of Prior Ordinances. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION 4: Effective Date. This Ordinance shall be in effect immediately from and after its passage and approval.



BE IT FURTHER RESOLVED that the Township Clerk shall provide a copy of this ordinance to the Township Assessor and Township Supervisor, and a copy shall be posted on the Township's official website and at the Township building for public notice.

ADOPTED this 10th day of September, 2025, by the Richmond Township Board.

Board of Trustees	AYE	NAY	ABSENT	Signature
Tracy Dickens	<u>X</u>	_____	_____	<u>Mary Dickens</u>
Scott Freund	<u>X</u>	_____	_____	<u>Scott Freund</u>
Samuel 'Parker' Johnston	_____	_____	<u>X</u>	_____
Michael Lynn	<u>X</u>	_____	_____	<u>Michael Lynn</u>
Ron Kay	<u>X</u>	_____	_____	<u>Ronald H. Kay</u>

Ronald H. Kay
Ron Kay, Township Supervisor

ATTEST:

Tammy Kay
Tammy Kay, Township Clerk



CERTIFICATION

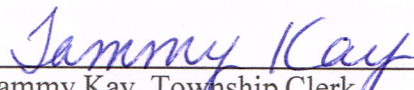
I, TAMMY KAY, do hereby certify that I am the Clerk of Richmond Township, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the Richmond Township Board.

I do further certify that at a regular meeting of the Supervisor and Board of the Richmond Township, held on the 10th day of September 2025, the foregoing Ordinance entitled ***AN ORDINANCE APPROVING RICHMOND TOWNSHIP RULES OF CONDUCT FOR PUBLIC COMMENTS AT OPEN MEETINGS*** was duly passed by the Richmond Township Supervisor and Board of Richmond Township.

The pamphlet form of Ordinance No. 2025-9-10, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance is available in the Richmond Township offices, commencing on the 11th day of September 2025, and continuing for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the Township Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said Richmond Township for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and seal of the Richmond Township, this 10th day of September 2025.



Tammy Kay, Township Clerk
Richmond Township
McHenry County, Illinois



EXHIBIT A

Richmond Township Rules of Conduct for Public Comments at Open Meetings

It shall be the policy of Richmond Township that any person shall be allowed to address the Township Board during agenda designated "Public Comment" items at any Township Board public and open meeting subject to rules of the Illinois Open Meetings Act and these Rules of Conduct.

1. Speakers.

- a) Any person wishing to speak ("Speakers") may do so, during the agenda designated "Public Comment" items, of any Township Board public and open meeting. Public comments are not allowed during executive sessions or at any other meeting of Township officials which is not required to be open to the public under the Illinois Open Meetings Act.
- b) Public Comments may pertain to items on the Township Board's agenda or may be more general in nature.
- c) Prior to the meeting's starting time, all Speakers shall sign in on the sign-in sheet provided providing their name, resident status (Optional), and topic to be addressed.
- d) Speakers shall be permitted to address the Township Board. All comments shall be received from the podium and addressed to the Township Board not the audience or staff.
- e) Speakers shall refrain from repeating comments that have previously been provided to the Township Board. Whenever possible, groups of residents shall consolidate their comments and avoid repetition of comments. To avoid repetition, Speakers may state that they agree/disagree with previously provided comments.
- f) Comments from Speakers must be respectfully made and comments tending to harass or made in an abusive way toward the Township Board members or staff and profanity will not be tolerated. The Township Board will not engage in a debate or dialogue with the Speakers. Questions will not be answered at the same meeting but may be taken under advisement for further consideration.

2. Time Limits.

- a) The maximum total time for Public Comment at each open meeting shall be limited to thirty (30) minutes unless extenuating circumstances are determined by the Supervisor, considering the number of Speakers and the amount of corporate business requiring attention.
- b) All individuals shall be limited to a maximum of 3 minutes each and may speak only once. If more than 10 people sign up for public comments, the 30-minute time period will be allotted as evenly as deemed reasonable by the Supervisor.
- c) No speaker may assign their allotted minutes to another person.
- d) Time limits shall not apply to Public Hearings.

3. Public Decorum.

- a) All speakers, and the audience, shall respect the Supervisor's directions in furtherance of maintaining proper order, respect, and decorum during the open meeting.

- b) Members of the audience shall refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member, or Township Official.
- c) Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed at the direction of the Supervisor.
- d) The Board reserves the right to terminate any public comment that becomes hostile, argumentative, threatens the public's safety or is disruptive to the meeting.

