

HARLEM TOWNSHIP

Gary R. Jury, *Supervisor* Matthew J. Gabel, *Clerk*

HARLEM TOWNSHIP BOARD PUBLIC PARTICIPATION REQUEST FORM

Date Submitted: _____

I request to speak during the public participation portion of the next Harlem Township Board meeting scheduled on: _____ (List Meeting Date).

I will have the ability to address those present but understand that this will not be a question-and-answer format. I acknowledge by signing and submitting this form I have read and understand the regulations concerning public participation and personal conduct at a Harlem Township Board meeting as set forth below.

Printed Name: _____ Signature: _____

Subject: _____

Speaker interest: Pro Con (Please circle one) Phone Number: (____) _____

This completed written request must be received by the Harlem Township Supervisor's Office no later than 4:30 p.m. on the day of meeting in which you would like to participate.

*Please submit to: Harlem Township Supervisor's Office, 819 Melbourne Avenue,
Machesney Park, IL. 61115.*

PUBLIC PARTICIPATION REGULATIONS

1. Any person who is not a member of the Harlem Township Board of Trustees ("Township Board") may address the Township Board at any special or regular meeting(s) of the Township Board if a written request is submitted and received by the Harlem Township Supervisor's Office no later than 4:30 p.m. on the day of the Township Board meeting that the speaker wishes to address. Each request to speak at a meeting must be submitted by a separate written instrument. No request may be submitted more than one month prior to the meeting the speaker wishes to address. The written request must identify the name of the speaker, specify the subject matter the speaker will address, and indicate the speaker's interest in the subject (pro or con). Speakers may not address pending or threatened litigation involving the Township.
2. The total number of speakers allowed to speak shall be limited to five (5) speakers per meeting with a limit of three (3) minutes per speaker. A speaker shall be allowed to speak a maximum of three (3) times per year on the same topic. The Supervisor, acting alone or at the bequest of a Trustee, shall judge whether the participant is actually speaking on a repeat topic though it may be couched in different terms in an attempt to thwart the above rule.
3. Personal attacks or inappropriate language of any sort will not be permitted.
4. No visual aids may be used by the speakers during the Township Board meeting. Speakers may submit written material to the Harlem Township Supervisor's Office with their written request. If the speaker wishes all trustees to have a copy of the written material, the speaker shall submit five (5) copies of the material to the Harlem Township Supervisor's Office.
5. The Supervisor shall determine the sequential order in which non-members will be allowed to address the Township Board. If a particular item is deemed by the Supervisor to be controversial, the Supervisor shall strive to allow all sides an equal amount of time within which to speak at each meeting, subject to the limitations set out in Section (2).