

**VILLAGE OF LINCOLNSHIRE  
LAKE COUNTY, ILLINOIS**

**RULES CONCERNING PUBLIC COMMENTS DURING VIRTUAL MEETINGS OF THE  
VILLAGE OF LINCOLNSHIRE BOARD OF TRUSTEES AND  
OTHER VILLAGE BOARDS, COMMISSIONS, AND COMMITTEES**

For all meetings of the Village Board or any subsidiary board, committee, or commission of the Village conducted through virtual means (i.e., by telephone and/or online), pursuant to Executive Order of the Governor of the State of Illinois, members of the public may address the public body by sending the Village Clerk (or other Village representative designated in the agenda posted for such meeting) a voicemail or a written statement to be read aloud at the meeting.

In order for a voicemail to be read as a public comment at a virtual meeting, the statement must be:

- (1) Articulate and audibly comprehensible;
- (2) Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing;
- (3) No more than two minutes in length;
- (4) Free of any abusive or obscene language; and
- (5) Received by the Village Clerk or designated representative at the phone number set forth in the agenda posted for such meeting, prior to 3:00 p.m. on the day of the scheduled meeting.

In order for a written statement to be read as a public comment at a virtual meeting, the statement must be:

- (1) Typed or written legibly;
- (2) Inclusive of the commenter's name, organization/agency being represented, address (street, city, state), phone number, and the topic or agenda item number the commenter is addressing;
- (3) No more than 200 words in length;
- (4) Free of any abusive or obscene language; and
- (5) Received by the Village Clerk or designated representative at the email address set forth in the agenda posted for such meeting, prior to 5:00 p.m. on the day of the scheduled meeting.

The public may listen to the Village Board's deliberation via telephone and/or online, but they will not have the opportunity to verbalize their comments in real time. Public telephone lines will be muted, and webcams will be disabled. Public comments may be sent to the email address provided on the agenda and may be read before adjournment of the meeting. Statements that do not adhere to the requirements for virtual public comments will not be read at the public meeting, with timely notice of the basis of that decision to the commenter.

The Village Clerk or designated representative will compile all properly submitted virtual public comments, and when directed to do so by the Mayor or presiding officer of the meeting, read each comment aloud before the public body, to include the commenters name and address, if provided. No comments will not be included verbatim to the minutes of the meeting."

The Supplemental Rule adopted pursuant to this Section Two is a supplement to, and not a replacement or modification of, any other rule adopted by the Village Board or any subsidiary board, committee, or commission concerning public comment at public meetings. To the extent that the Supplemental Rule

conflicts with any other rule of the Village Board, the Supplemental Rule will control until such time as the emergency that necessitated virtual meetings has ended. The Supplemental Rule hereby applies to all subsidiary boards, committees, and commissions unless and until such boards, committees, and commissions adopt their own rules for public comment at virtual meetings in accordance with Section 2.06(g) of the Act.