



VILLAGE OF LINCOLNSHIRE

FAQ's – How to Participate in a Meeting

Q: Can I attend Village Board, Architectural Review Board, Park Board, Police Pension Board, and Zoning Board meetings?

A: Yes! All Village board and commission meetings are open to the public and we encourage participation in meetings. The only time a meeting is not open to the public is when the Board goes into executive session, but this is rare and can only happen for certain topics. We recommend familiarizing yourself with the laws surrounding public meeting through the [Illinois Open Meetings Act](#) and [Title 1, Chapter 5 "Mayor and Village Board of Trustees"](#) in the Lincolnshire Village Code.

Q: How do I know what will be discussed at meetings?

A: Meeting agendas are required to be posted in Village Hall, on the [Village website](#), and sent to the media at least 48 hours before the meeting begins. It is the Village's typical practice to post the meeting agenda and related meeting materials to the website on the Thursday prior to the coming week's meetings. If you miss a meeting, the recording of meetings is typically posted to the Village website the day after each meeting.

Q: What if I want to place an item on the agenda or voice a concern, suggestion, petition, or approval?

A: Per the Lincolnshire Village Code the Village Manager, under the direction of the Mayor, shall prepare an agenda for Village Board meetings. If you have an item you would like the Village Board to consider, please contact the Village Manager's Office at 847-913-2336 or email Brad Burke, village manager, at bburke@lincolnshireil.gov. The Village Board meets twice-monthly on the second and fourth Monday's of the month. Boards and commissions typically meet once a month. Many questions can be responded to without having to attend a Village meeting. However, you can always voice your concern, suggestion, petition, or approval directly to the appropriate board if you don't want to contact Village staff, if Village staff wasn't able to help you, or if the answer you received was unsatisfactory.

Q: Can I speak at a meeting about a topic on the agenda?

A: Yes, anyone can speak about a topic on the agenda. However, you must speak prior to Board discussion. Also, you must follow the Village of Lincolnshire Rules for Public Comment which can be found on the next page.

Q: What do I do if I want to speak about a topic on the agenda?

A: Make sure you're following the agenda closely. When the particular item is up for discussion, raise your hand to be recognized by the Mayor or board/commission chair. You will be asked to use the microphone. Before you speak on the topic, state your name and whether you're a Lincolnshire resident or what entity you represent.

Q: What if I want to speak about a topic which isn't on the agenda?

A: The Regular Village Board meeting agenda designates agenda item 5.0 for public comment to the Board on non-agenda items. Asked to be recognized by the Mayor when this item is introduced. You will be asked to use the microphone. When you are recognized, state your name and whether you're a Lincolnshire resident or what entity you represent. You can then speak to the Board about your concerns, suggestions, petitions, or approval. However, you must follow the Village of Lincolnshire Rules for Public Comment which can be found on the next page.



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Rules for Public Comment

(Adopted by the Village Board 11/14/2016)

- A. At the start of the period for public comment the Mayor or acting chairperson will advise the public:
 - 1. the amount of time permitted for public comment;
 - 2. that all speakers shall state their names and whether they are a resident or represent a Village business before addressing the Village Board; and
 - 3. to avoid repetitive comments, testimony, and general questions.
- B. Each person will be permitted to speak one time only, unless the Mayor or acting chairperson determines that allowing a speaker to address the Village Board again will contribute new testimony or evidence germane to an issue on the agenda for that meeting.
- C. All comments from the public will be limited to two (2) minutes per person. No person may assign their time to any other person.
- D. The total time available for public comment during any meeting shall be limited to 30 minutes unless the Village Board waives the rule prior to the commencement of the time for public comment. Any person who is not allowed to make remarks during public comment shall be permitted to submit written comment to the Village Manager either before or after the time for public comment by visiting the following link: <https://www.lincolnshireil.gov/i-want-to/contact/village-staff>.
- E. All comments must be civil in nature. Any person who engages in threatening, slanderous or disorderly behavior when addressing the Village Board shall be deemed out-of-order by the Mayor or acting chairperson and his or her time to address the Village Board at said meeting shall end. Repeated or extraordinary occurrences of disorderly conduct shall be grounds for the Mayor or acting chairperson to cause the offending person to be removed from the meeting room.