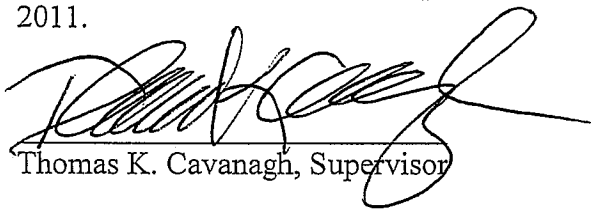


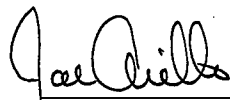
## PUBLIC PARTICIPATION AT CAPITAL TOWNSHIP MEETINGS

All regularly scheduled and special board meetings of the Capital Township Board of Trustees are open meetings and are held in compliance with the Illinois Open Meetings Act. The public is welcome to attend any such meeting and an opportunity to address the board of trustees is hereby established. The following rules will apply to those wishing to address the Capital Township Board of Trustees:

1. Members of the public and employees of Capital Township who wish to address the town board must register the desire to do so no later than five business days before the town board meeting. This can be done in writing or verbally with the supervisor.
2. The written request shall state the name, address, home and/or work telephone number and e-mail address of the individual, any township employment relationship or representative capacity, and the topic the speaker desires to address to the Board, and the date and time request.
3. Unless waived by the majority vote of the Board members present, total public comment time for items listed on the agenda will be limited to fifteen (15) minutes at the beginning of the agenda. Individuals who have provided written notice of their intent to speak will be allowed five (5) minutes. A total public comment time for items not listed on the agenda will be limited to fifteen (15) minutes at the end of the agenda. Individuals who have provided notice of their intent to speak on items not listed on the agenda will be allowed three (3) minutes.
4. In the event the allotted time for public comment will be exceeded based on the number of individuals who have provided written notice of their intent to speak, the Supervisor shall have the right to allow a reasonable additional time period for public comment on any single issue and to alter the order of the speakers in order to ensure that all viewpoints are heard.
  - a. Written materials or handouts will be permitted. Visual/audio aids may be used so long as they are not disruptive to the proceeding of the town board.
  - b. Individuals addressing the Board shall refrain from statements, remarks or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conduct of the Town Board or which cause a disturbance.

Approved and passed by the Capital Township Board of Trustees on the 13<sup>th</sup> of June 2011.

  
Thomas K. Cavanagh, Supervisor

  
Joseph T. Aiello, Clerk