



# WINFIELD TOWNSHIP

*DuPage County, Illinois*

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## WINFIELD TOWNSHIP PUBLIC COMMENT GUIDELINES

1. The Agenda for all regular meetings shall include "Public Comments". The Agenda for special meetings may include "Public Comments."
2. Any person wishing to make a public comment shall state their name and address for the record.
3. Public comments shall be limited to five (5) minutes. Speakers may submit written comments in lieu of verbal comments, or to supplement their verbal comments. Total public comment will not exceed thirty (30) minutes, unless extended by the Supervisor.
4. Public comments at a regular meeting may be related to any subject. Public comments at special meetings shall be limited to topics on the agenda.
5. Public comments should be made in a civil and courteous manner, and shall not include obscene, hostile, threatening or disruptive comments or actions.
6. Groups of speakers on the same subject shall select a representative speaker in order to avoid repetition.
7. The Township Supervisor or presiding officer may halt or suspend public comment due to non-compliance with these guidelines, and may defer the completion of public comments to the next meeting due to the number of speakers or other reasonable grounds.