

POLICY ID: GEN-010	TITLE: <i>Public Comment-for citizens unable to attend Village Committees, Commissions & Boards</i>	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: <i>Immediate</i>	 Village Clerk	<u>4-13-21</u>
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>		

Purpose – In recognition that a free government is only possible by having informed and involved citizens, the Village Board encourages public comment on any matter. The Village Board also understands that citizens may not be able to attend a public meeting. It adopts this policy to create a process to allow citizens to have their comments received by the Village when they cannot participate in a discussion.

Policy – Any resident may submit a comment on any matter of concern to them by sending it to the Village Clerk’s Office either in writing or via email. The Village Clerk shall forward all such statements to Village Board members. The Village Clerk will forward any messages addressing a particular matter under consideration by any committee, commission, or board, to the designated clerk of that body dealing with that issue, who in turn shall have it read into the record of the next meeting during the public comment section. The clerks shall provide a copy of the submitted comments to each committee member.

Matters of concern that the writer designates as “public input,” “public comment,” or anything along those lines shall be of a length that someone can reasonably read in 3 minutes or less.

On the day of the meeting, any comments submitted after 11 am may or may not, as circumstances allow, be included in the meeting of that day at the Village Clerk’s discretion. The clerk of the session shall process comments not included in the discussion of that day in the above manner at the next meeting of that body.

In the event of input so numerous that reading them all would be impractical, the committee, commission, or board may accept the comments into the record without being read at the presiding officer’s discretion. Nevertheless, all items submitted shall be copied to all members of the body and attached to the minutes of that meeting.