

STATE BOARD OF ELECTIONS

STATE OF ILLINOIS

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EXECUTIVE DIRECTOR
Steven S. Sandvoss

BOARD MEMBERS
Charles W. Scholz, Chairman
Ernest L. Gowen, Vice Chairman
William J. Cadigan
Andrew K. Carruthers
Betty J. Coffrin
John R. Keith
William M. McGuffage
Casandra B. Watson

REQUEST TO ADDRESS THE BOARD – PUBLIC COMMENTS

DATE: _____

NAME: _____

MATTER TO BE ADDRESSED: _____

I acknowledge that I have received a copy of the policy outlined below regarding comments from the general public.

Members of the general public (i.e.: non-parties to a matter being considered by the Board) may address the Board under the “comments from the general public” portion of a meeting, subject to the following restrictions:

- A. *Such persons shall sign in on the “request to address the Board” sheet available at the beginning of each meeting, and briefly describe the matter to be addressed.*
- B. *The comments shall be confined to the subject(s) which appear on that day’s agenda or activities which fall within the Board’s statutory authority and must be germane to such subject(s) or activities.*
- C. *Comments by any individual shall not exceed 5 minutes in length (unless extended by the Chairman), and the total time for all public comments at any meeting shall not exceed thirty minutes unless permission for extended comments is granted by the Chairman.*
- D. *Only one person may speak to a given topic, unless the Chairman allows additional speakers to speak.*

(continued)

Members of the general public wishing to address the Board in a manner more extensive than permitted under the “Comments from the general public” portion of a meeting may do so subject to the following restrictions:

- A. Members of the public desiring to speak to the Board must submit a written request to the Executive Director at least 21 days before the scheduled date of the meeting.*
- B. Such written request must specify the topic that the person wishes to speak about, provided that the topic must be within the jurisdiction of the Board’s adjudicatory or regulatory powers as set forth in Section 1A-8 of the Election Code and/or the Rules and Regulations promulgated by the Board.*
- C. Such written request shall include any materials to be submitted to the Board, however the chairman has discretion to limit such materials.*
- D. Generally, the Chairman will allow a speaker to speak for a period not to exceed 15 minutes; however such period may be extended at the discretion of the Chairman.*
- E. Only one person may speak to a given topic, unless the Chairman allows additional speakers to speak.*
- F. Repetitive, excessive, abusive, or off topic discourse, including personal attacks, will not be tolerated and disorderly conduct is cause for being removed from the meeting.*