

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

C E R T I F I C A T I O N

I, LUS E. CHAVEZ, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Burnham, Cook County, Illinois, (the "Village"), and as such Village Clerk, I am the keeper of the official journal of proceedings, books, records, papers, minutes, entries, documents, resolutions, ordinances, and files of the Village and of the President and Board of Trustees, (the "Corporate Authorities"), thereof, and that attached is a full, true, and correct copy of ORDINANCE NO. 2025-O-009 now on file in my office entitled:


**ORDINANCE NO. 2025-O-009
RULES FOR PUBLIC COMMENT & DECORUM AN ORDINANCE
AMENDING CHAPTER II, ARTICLE II, DIVISION I, SECTIONS 2-
38 ADDRESSING THE BOARD AT MEETINGS AND SECTION 2-42
DISTURBING MEETINGS OF THE CODE OF ORDINANCES,
VILLAGE OF BURNHAM, COOK COUNTY, ILLINOIS**

I further certify that said Ordinance No. 2025-O-009 was duly passed on roll call vote by the Board of Trustees of the Village on the 23rd day of September, 2025 and approved by the President of the Village on the 23rd day of September 2025, and that said Ordinance attached is now in full force and effect and has not been rescinded.

I do further certify that the deliberations of the Corporate Authorities on the passage of said Ordinance was taken openly, that the vote on the passage of said Ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "AN ACT in relation to meeting", approved July 11, 1957, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied will all of the provisions of said Act and said Codes and with all of the procedural rules of the Corporate Authorities.

IN WITNESS WHEREOF, I have affixed hereunto my official signature as

Village Clerk of the Village and the seal of the Village this 23rd day of September 2025.



Lus E. Chavez
Village Clerk

(SEAL)

THE VILLAGE OF BURNHAM COOK COUNTY, ILLINOIS

ORDINANCE NO. 2025 - O - 009

RULES FOR PUBLIC COMMENT & DECORUM

AN ORDINANCE AMENDING CHAPTER II, ARTICLE II, DIVISION I, SECTIONS 2-38 ADDRESSING THE BOARD AT MEETINGS AND SECTION 2-42 DISTURBING MEETINGS OF THE CODE OF ORDINANCES, VILLAGE OF BURNHAM, COOK COUNTY, ILLINOIS

WHEREAS, the Village of Burnham was organized as a municipal corporation on February 8, 1907, by court order under the Cities, Villages and Towns Act of the Illinois Revised Statutes in Cook County, Illinois

WHEREAS, the Village of Burnham, Cook County, Illinois, has elected by referendum on March 11, 1980, to become a home rule unit, and accordingly, pursuant to the provisions of the *Constitution of the State of Illinois* of 1970, particularly Article VII Sec. 6 (a) thereof, the Village is a home rule unit; and

WHEREAS, pursuant to the powers of a home rule unit set forth in Article VII, Section 6(a) of the *Constitution of the State of Illinois* of 1970, the Village may exercise any power and perform any function pertaining to its government and affairs including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; to enact ordinances therefore; and

WHEREAS, The President and the Village Board of Trustees as required by applicable law, schedules and conducts its business in lawfully scheduled Public Meetings, except as otherwise permitted or required, each conducted in conformance with applicable law; and

WHEREAS, The President and the Village Board of Trustees has determined that efficiency in the business-like conduct of its public meeting business could be enhanced by establishment of Public Meeting parliamentary procedures; and

WHEREAS, The President and the Village Board of Trustees utilizes an Agenda in its Public Meetings for the orderly conduct of its business, and includes therein a section entitled “Public Comment”, wherein comments of the public in attendance at such Public Meetings are received; and

WHEREAS, The President and the Village Board of Trustees has reviewed its Public Meeting parliamentary procedures and protocols, and all aspects of same, including the public comment portion of its Agendas, for the conduct of its public meeting business, all in conformance with applicable law; and

WHEREAS, The President and the Village Board of Trustees having considered same, recognizes the propriety of establishing Public Meeting parliamentary procedures, as well as establishment of parameters for public comment in its Public Meetings in the context of orderly transaction of Public Meeting business, and concurs that such establishment is appropriate and advisable.

WHEREAS, the President and Board of Trustees of the Village of Burnham (“the Corporate Authorities”) have determined that it is advisable, necessary, and in the best interest of the public health, safety, and welfare to enact certain rules and regulations with regard to Public Meetings and Public Comments; and

BE IT ORDAINED, by the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois, by and through its home rule powers, as follows:

Section 1. INCORPORATION OF PREAMBLES

THAT, the Corporate Authorities of the Village hereby find that all the recitals contained in the preambles of this Ordinance are full, true and correct and do incorporate them into this Ordinance by this reference as if they were set forth verbatim in this section; and

Section 2. AMENDING CHAPTER II, ARTICLE II, DIVISION I, SECTION 2-38 ADDRESSING THE BOARD THE BOARD AT MEETINGS

THAT, Section 2-38 shall be amended to read as follows: Section 2-38 Rules for Public Comment and Decorum at Village Board or Public Meetings:

In accordance with the requirements of the Illinois Open Meetings Act, any person attending a Village Public Meeting shall be permitted to address the public officials during Public Comment period, which shall be reserved for each meeting subject to the following rules and procedures:

A. Public Comment Time, Decorum and Civility Rules:

1. Each person who wishes to speak during a Public Comment Time Period must sign up on the Village’s sign-up form supplied in the meeting room prior to the commencement of the Village Board or Public Meeting, providing their name.

2. Each person who wishes to speak will be allotted no more than three (3) minutes to make public comment.
3. Each person who wishes to speak will be allowed to speak once during public comment time.
4. Each person who wishes to speak shall utilize the lectern or other location designated for public comment speakers in the meeting room.
5. Each person providing public comment or attending a Village Public Meeting shall follow the directions provided by the Village President regarding the rules and decorum governing public comments.
6. Public Officials will not respond to the public during the public comment portion of the Public Meeting, Public Hearing, or other public gathering for public business. At the end of the public comment period the Village President or Chair, or his/her designee, may respond to the public comments, as he or she deems appropriate, and may direct the person to the appropriate Village Official or staff member for assistance after the meeting.
7. Public comment periods are for making comments, expressing opinions, and not for question and answer, debate or discussions with the Village President or Trustees. Individuals addressing the Board are to maintain a decorum of civility in presenting public comments and to avoid repetitive comments.
8. Speakers must remain civil, respectful, and avoid personal attacks that have no bearing on public business, profanity, or disruptive behavior. Abusive, foul, or other inappropriate language or conduct are not permitted.
9. The Village President or Chair may allow a public presentation related to an Agenda item during a Village Public Meeting allowing additional time exceeding three (3) minutes and allow for questions and discussion by the Board of Trustees.
10. A group of three (3) or more individuals speaking on the same topic are asked to designate a single spokesperson to present the group's public comments.

B. Public Comment Topics

1. Comments during the general comment period may be for relevant Village business. Issues relevant to Village business are defined to mean information about Village events; issues that the public body has the authority to address; items listed on the Agenda; and items or issues previously voted on by the Village Board or that the Village Board has the authority to consider or vote on in the future. The Village President or his designee shall strictly restrain comments to matters that are relevant to Village business and shall not permit repetitious comments or arguments.
2. During public comment for Village committees, commissions, boards, and any and all other subsidiary boards established by the village board or Village Municipal Code (e.g. finance committee, parks & recreation committee, etc.), the public may provide concerns or comments regarding issues relevant to that specific board, committee or commission's agenda or topics that the specific board, committee, or commission has the authority, pursuant to the Village Code, to address.

C. Enforcement of Public Comment Rules:

1. The Village President for a Village Public Meeting shall have the authority and responsibility to enforce all public comment and decorum rules.
2. The Village President shall have the authority to direct that a person suspends and stops their public comment remarks during a Village Public Meeting for exceeding the allotted time or any other violations of the public comment and decorum rules.
3. The Village President may interrupt or terminate a speaker's public comment time, should the Village President determine that a person's comments or actions violate the rules regulating Public Comment.
4. The Village President may require a person leave a meeting room for a particular Village Public Meeting, should a person's conduct or action disrupt or interfere with the public body's ability to conduct Village business.
5. No person shall engage in conduct that disrupts or interferes with the public body's ability to conduct Village business. Members in attendance at a Village Public Meeting shall refrain from noisy outbursts or other distracting actions, including applauding, cheering, or booing during or at the conclusion of Public Comments.

D. Violation of Rules

1. Any speaker or person who violates these rules by interrupting or disturbing the Village Board proceedings or the peace of the meeting may be charged under Section 2-42 Disturbing Meetings and prosecuted in the Village's Administrative Hearings proceedings.

**Section 3. AMENDING CHAPTER II, ARTICLE II, DIVISION I SECTION 2-42
DISTURBING MEETINGS**

THAT, Section 2-42 shall be amended to read as follows: It shall be unlawful for any person(s) to disturb or disrupt any meetings of the Village Board of Trustees or any Committee thereof, anyone violating the provisions of this section shall be fined not less than \$100.00 nor more than \$1,000.00 for each offense. Violations shall be prosecuted through Village Administrative Hearings proceedings.

Section 4. LEGISLATIVE ACT OF HOME RULE MUNICIPALITY

THAT, this Ordinance and each of its terms shall be the effective legislative act of a home rule municipality without regard to whether such Ordinance should (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law, or, (b) legislate in a manner or regarding a manner not delegated to municipalities by state law. It is the intent of the Corporate Authorities of the Village of Burnham, Cook County, Illinois, that to the extent that the terms of this Ordinance should be inconsistent with any non-preemptive state law, that this Ordinance should supersede state law in that regard within its jurisdiction.

Section 5. SEVERABILITY

THAT, if any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

Section 6. REPEALER OF CONFLICTING ORDINANCES

THAT, all Ordinances, Resolutions, Motions or Orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 7. EFFECTIVE UPON PUBLICATION

THAT, this Ordinance shall be in full force and effect after its passage, approval and publication according to law.

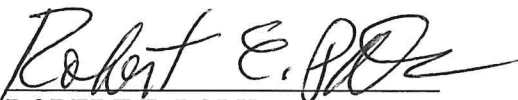
Section 8. PUBLISHED ACCORDING TO LAW

THAT, this Ordinance shall be published according to law and by the authority of the Village President (Mayor) and the Board of Trustees of the Village of Burnham, Cook County, Illinois and public notification of Public Comment Rules Section 2-38, Subsections (A) through (C) will be posted on the Village's public website as well as posted in the Village Hall located at Village of Burnham, Village Hall, 14450 S. Manistee Avenue, Burnham, Illinois 60633

PASSED by the Village President (Mayor) and Board of Trustees of the Village of Burnham, Cook County, Illinois, this 23rd day of September, 2025.

PRESIDENT AND VILLAGE BOARD MEMBERS

	AYES:	NAYS:	ABSENT:	ABSTAIN:
Trustee John Cap Jr.	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Jefferey Hodges	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Graciela Garcia	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Brenda Greer	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Carmella Richardson	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Trustee Travis Claybrooks	<u>X</u>	<u> </u>	<u> </u>	<u> </u>


ROBERT E. POLK
Village President (Mayor)


ATTEST:


LUS E. CHAVEZ
Village Clerk (SEAL)

Recorded in Village Records:

Published in pamphlet form by authority of the Village President (Mayor) and Board of Trustees
of the Village of Burnham, Cook County, Illinois, on 23rd day of September, 2025.

ATTEST:



LUS E. CHAVEZ, VILLAGE CLERK
(SEAL)
