
JOLIET TOWNSHIP
WILL COUNTY, ILLINOIS

ORDINANCE
NO. 419-2026

AN ORDINANCE ESTABLISHING RULES OF PROCEDURE FOR TOWNSHIP
MEETINGS

CESAR GUERRERO
Township Supervisor

KENDRA LANDFAIR
Town Clerk

QUINN ADAMOWSKI
ANDREA BIBIAN
ARCHIE GAVIN
BETTY WASHINGTON
Trustees

STATE OF ILLINOIS)
COUNTY OF WILL) SS.
TOWNSHIP OF JOLIET)

ORDINANCE NO. 419-2026

AN ORDINANCE ESTABLISHING RULES OF PROCEDURE FOR TOWNSHIP MEETINGS

WHEREAS, the Illinois Open Meetings Act (5 ILCS 120/1, et seq.), at 5 ILCS 120/2.06(g), provides that "[a]ny person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body"; and

WHEREAS, the Township Code (60 ILCS 1/80-10) authorizes townships to pass ordinances necessary to carry into effect the powers granted to the township; and

WHEREAS, the Township Board desires to establish rules of procedure to expedite the transaction of township business in an orderly fashion while ensuring meaningful public participation; and

WHEREAS, Resolution No. 2020-05, adopted June 9, 2020, established rules regarding public participation at Township meetings, and the Township Board now desires to repeal said Resolution and replace it with this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Joliet Township, Will County, Illinois, as follows:

SECTION 1. TITLE. This Ordinance shall be known and may be cited as the "Joliet Township Rules of Procedure Ordinance."

SECTION 2. RULES OF PROCEDURE.

- (a) **Order of Business.** The order of business shall be as established from time to time by the Township Supervisor and Board of Trustees.
- (b) **Rules of Order.**
 - (1) The provisions of this Ordinance are adopted to expedite the transaction of the business of the Board in an orderly fashion and are deemed to be procedural only. The failure to strictly observe such rules by the Board shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with law.
 - (2) The rules of order governing all meetings of the Board shall be the latest published edition of Robert's Rules of Order, except when in conflict with the provisions of this Ordinance, the Township Code (60 ILCS 1/1-1 et seq.), or the Illinois Open Meetings Act (5 ILCS 120/1 et seq.). The presiding officer shall preserve order and decorum and may speak to points of order in preference to other members, and shall decide all questions of order, subject to appeal.
 - (3) The rules set forth in this Section 2 may be suspended by a majority vote of the Board of Trustees.

(c) Public Participation.

- (1) Any person wishing to speak at a public meeting of the Board shall be allowed to address the Board when the agenda item "Public Comments" is reached. All comments, whether on agenda items or non-agenda items, shall be made during the single "Public Comments" portion of the meeting. Persons wishing to speak during the "Public Comments" portion of the meeting are encouraged, but not required, to sign up with the Town Clerk before the meeting, with the subject to be addressed. In circumstances where a large number of persons wish to address the Board, the presiding officer may give priority to those who signed up in advance.
- (2) Public participation shall be subject to the following rules:
 - a) The presiding officer will recognize the speaker.
 - b) The speaker shall approach the podium, state their name for the record, whom the speaker represents if the speaker represents an organization or other persons, and the subject matter to be addressed.
 - c) The speaker shall comply with the rules established herein and with any rulings of the presiding officer.
 - d) Unless otherwise impractical, the speaker should address all comments to the Board as a whole and not to any individual member thereof.
 - e) To facilitate a reasoned, thoughtful decision-making process, the Board generally does not respond immediately to questions but may provide basic information.
 - f) The total comment time for any one (1) person is four (4) minutes. Additional time, up to four (4) minutes, may be granted upon motion of a member of the Board. A speaker cannot give their allotted minutes to another speaker to increase that person's allotted time. Any speaker may also submit written materials to the Town Clerk for inclusion in the public record.
 - g) Decorum and Enforcement.
 - (1) Speakers shall not engage in debate with Board members, make threats of violence or harm, personal attacks directed at individuals, or use profanity or obscene language. Comments shall be civil and not disruptive to the orderly conduct of the meeting.
 - (2) Individuals who appear to be visibly intoxicated or under the influence of any substance that impairs their ability to participate appropriately shall not be recognized to address the Board to the extent that such condition materially interferes with the individual's ability to comply with these rules or disrupts the orderly conduct of the meeting.
 - (3) The presiding officer may limit or interrupt comments that are not reasonably related to matters within the jurisdiction of the Township, repetitive, inappropriate, uncivil, or disruptive to the orderly conduct of the meeting.

- (4) **Enforcement.** If any person's conduct violates these rules or otherwise disrupts the meeting as outlined in this Ordinance:
- a) The presiding officer shall first call the person to order, identify the specific rule being violated or the nature of the disruption, and provide an opportunity to comply.
 - b) If the person continues the conduct after being called to order, the presiding officer may direct the person to cease the disruptive behavior and, if the person is at the podium, to yield the podium.
 - c) If the person refuses to comply or continues disruptive conduct, the presiding officer may order the person removed from the meeting and may direct any appropriate personnel to effectuate such removal, including the assistance of law enforcement.
 - d) Any person removed from a meeting under this subsection shall not be permitted to return to that meeting.
- (5) Whenever practicable, the presiding officer shall state on the record the basis for any enforcement action taken under this subsection.
- (3) **Written Comments.** In lieu of or in addition to verbal comments, members of the public may submit written comments to the Town Clerk via email at CLERK@JOLIETTOWNSHIP.NET. Written comments should be submitted not less than twenty-four (24) hours prior to the meeting to allow adequate time for Board members to review the comments. When providing written comments, the submission should clearly identify the following: (a) the date of the meeting; (b) the name of the commenter and any organization represented; (c) whether the comment pertains to an agenda item or is a general public comment; and (d) for agenda items, the specific topic or item number. Received written comments will be forwarded to the Board prior to the meeting but will not be read aloud during the meeting. The Town Clerk shall acknowledge receipt of written comments during the "Public Comments" portion of the meeting by stating the number of written comments received. The entire content of written comments will be subject to public release and the Township is under no obligation to redact any information.
- (4) **Groups of persons addressing the Board.** In order to expedite Board business and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, it shall be in order for the presiding officer to encourage that a spokesperson be chosen from the group to address the Board. If additional matters are to be presented by any other members of the group, the presiding officer may limit the number of such persons and limit the presentation to information not already presented by the group spokesperson.
- (5) **Public Hearings.** Public hearings shall be conducted in accordance with applicable state and case law, allowing for additional participation by the public as required.

(6) *Closed or Special Meetings.* The public shall have no right to address the Board at any regular or special meeting that is closed to the public in accordance with the requirements of the Illinois Open Meetings Act (5 ILCS 120/1 et seq.), or at any special meeting of the Board unless the agenda provides for "Public Comments."

(d) ***Audience Conduct.***

- (1) Members of the audience shall not engage in conversation while the meeting is in session.
- (2) Members of the audience shall not be permitted free movement about the meeting room while meetings are in session. Members of the audience may enter or leave the meeting room at any time, provided such entrance or exit is made quietly and in an orderly fashion.
- (3) The consumption of any food product is prohibited at any meeting while the meeting is in session.
- (4) Recording equipment, including but not limited to smartphones, tablets, cameras, and other audio or video recording devices, shall be permitted, provided the operation of said equipment is silent and does not disrupt the proceedings. Recording devices shall not be placed in the section of the meeting room designated for the use of public officials unless otherwise permitted by the presiding officer. No audio or visual recording equipment may be set or used in any manner so as to obstruct the view of any person in the audience. These restrictions shall be applied in a content-neutral and viewpoint-neutral manner.
- (5) Violations of this subsection shall be subject to the enforcement provisions set forth under the 'Decorum and Enforcement' provisions of Section 2 of this Ordinance.

SECTION 3. REPEAL. Resolution No. 2020-05, adopted June 9, 2020, entitled "Rules Regarding Public Participation at Township Meetings," is hereby repealed in its entirety.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

[Signature Page to Follow]

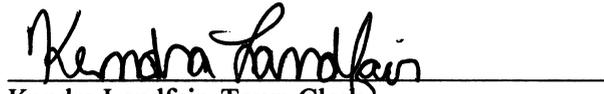
PASSED by the Board of Trustees of Joliet Township, Will County, Illinois, this 13th day of January 2026, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	ABSTAIN
Trustee Adamowski	✓			
Trustee Bibian	✓			
Trustee Gavin	✓			
Trustee Washington	✓			
Supervisor Guerrero	✓			
TOTAL:	5			

APPROVED by the Joliet Township Board, Will County, Illinois on this 13th day of January 2026.


Cesar Guerrero, Township Supervisor

ATTEST:


Kendra Landfair, Town Clerk

[Signature Page to Ordinance No. 419-2026]