

Guidelines for Public Comments

The public is welcome to address the DeKalb County Enterprise Zone Advisory Board and/or DeKalb County Enterprise Zone Administrator during the *Public Comment* segment of the meeting as noted on the Agenda. Individuals and/or organizations wishing to speak during the public comment segment are asked to sign in with DCEDC Staff in advance of the meeting being called to order. During the time set aside for public comments, Board President/Chairman/Zone Administrator of the meeting, will call forth individuals who signed up. Public testimony guidelines are as follows:

Prior to the start of the meeting, there will be a sign-up sheet for members of the public to sign up if they wish to speak during the public comments segment as noted on the *Agenda*. After all individuals who signed up in advance and have made their comments, the President/Chairman/Zone Administrator may ask if there are additional individuals who would like to speak.

Speakers should adhere to the following protocol:

1. Sign in with the DCEDC Staff before the meeting
2. Address comments to the Board/Chairman/Zone Administrator
3. Give written statements and other supporting material to the Clerk/DCEDC Staff. Please note that written statements are made a part of the permanent records of the DeKalb Enterprise Zone Advisory Board. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to said Board members.
4. Signing up for someone else is discouraged.

Three minutes will be allowed for each presenter to speak. However, the Chairman/Zone Administrator may, with consensus of the Board reduce the time allocated for all individuals to speak.

If a speaker represents a group, he/she may want to have others in agreement stand while he/she speaks, rather than having all speak on the same issue.

To keep respect for all points of view, the Board requests no clapping, booing or any other form of support or nonsupport be shown.

When multiple comments on the same topic have been presented, the Board President/Chairman may request other comments on the topic be limited to those who have other information to present.

Debate and dialogue with the Board is not allowed during public comment.

Use of the projection system is reserved for staff scheduled agenda item presentations only.

In lieu of having many individual speakers, organized groups can request up to five minutes to speak during public comment, if the request is received two days prior to the scheduled meeting.

The Board President/Chairman/Zone Administrator will then either grant the request or deny the request, and the Clerk will notify the group. When an individual and/or organization would like to be formally scheduled on the Board agenda, the individual and/or organization must submit the request in writing to the Enterprise Zone Administrator and/or the Board President/Chairman. A decision will be made if the request should be granted and decide placement on an agenda. The individual and/or community organization will be notified of the decision via email to the email address provided to the Enterprise Zone Administrator and/or Board President/Chairman, at the time of the written request.

In the event you are unable to speak during public comment or if you wish to write the Board instead, you may use the following contact information:

Mailing Address:

DeKalb County Economic Development Corporation
ATTN: Melissa Amedeo, DeKalb County Enterprise Zone Administrator
2179 Sycamore Road, Unit #102
DeKalb, IL 60115

E-mails

Melissa Amedeo, DCEDC Executive Director/Zone Administrator
amedeo@dcedc.org

Andrea Van Drew, Economic Development Specialist/Zone Assistant
avandrew@dcedc.org