

## VILLAGE OF THIENSVILLE

### CITIZENS TO BE HEARD POLICY Policy on Addressing the Committee of the Whole, Plan Commission and Historic Preservation Commission on Matters Pertaining to the Village

Residents and taxpayers of the Village of Thiensville may address the Committee of the Whole, Plan Commission and Historic Preservation Commission (collectively and herein are referred to as “body” and/or “meeting”) in a variety of ways. Written comments on agenda items are encouraged to be sent and addressed to the Village Board by noon on the day of the meeting. Comments received timely will be forwarded to all members.

Comments on matters pertaining to the Village may only be provided by residents or taxpayers of the Village of Thiensville during the “**Citizens to be Heard**” period at the beginning of every regularly scheduled meeting. Board and Commission member or staff responses to citizens addressing the body on a matter pertaining to the Village which is not on the posted agenda are limited to a statement of specific factual information; a statement of existing Village policy; or discussion regarding if the matter should be placed on a future agenda for the body’s consideration at a future meeting as to be properly noticed. Action may not be taken on issues not listed on the agenda. Detailed discussion on items on the agenda will take place by the body where the item appears on the agenda.

Residents and taxpayers of the Village of Thiensville may address the body during Citizens to be Heard. A time limit of three (3) minutes is provided.

Any resident or taxpayer of the Village wishing to address the body on one or more items on the agenda **must** pre-register by emailing the Village Clerk by 4:00 PM on the day of the meeting or by signing in up to 10 minutes prior to the start of the meeting on the register that will include providing full name and address. Each speaker shall be limited to three (3) minutes to address all items on the agenda the speaker wishes to address. Approach the podium once you have been recognized by the Chair. The Chair will ask at the end of the public forum if there are any other speakers for anyone that did not have the opportunity to sign in prior to the meeting. Each speaker shall take his or her three (3) minutes in order in which the speakers signed up and a time extension may be extended by the presiding official’s discretion or a vote of 2/3 of the Board or Committee.

If there is a public hearing within the agenda, citizens are to reserve their comment specific to that public hearing during the “Comments from anyone present requesting to be heard” item of the public hearing.

Any person may speak at officially called **public hearings** provided they have complied with all speaker sign in requirements.

Citizens to be Heard shall be noticed as:

“CITIZENS TO BE HEARD open to any resident or taxpayer on items not subject to a public hearing: Please be advised per §19.84(2), information will be received from the public. Village policy limits a three (3) minute time period per person, with time extension by the presiding official’s discretion or a vote of 2/3 of the Board or Committee; be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments. Written comments on agenda items are encouraged to be sent and addressed to the intended body by noon on the day of the meeting. Comments received timely will be forwarded to all members of the body. If you wish to speak, you **must** pre-register by emailing the Village Clerk by 4:00 PM on the day of the meeting or by signing in immediately prior to the meeting.”

RESOLUTION NO. 2021-02

A RESOLUTION OF THE VILLAGE OF THIENSVILLE  
ADOPTING THE VILLAGE POLICIES AND PROCEDURES REGARDING  
CITIZENS TO BE HEARD WHEN ADDRESSING THE  
BODY AT MEETINGS

WHEREAS, Wisconsin State Statute 19.84(2) states: The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public; and

WHEREAS, the Village of Thiensville wishes to adopt reasonable rules of procedure regarding public comment at open meetings and the Village Board finds that a public purpose is served by adopting its current rules regarding public comment; and

WHEREAS, the Village Board wishes to continue its policy of receiving public comment during meetings and to maintain order and finds the policy hereto serve such purpose and are in the public interest.

NOW THEREFORE BE IT RESOLVED BY THE VILLAGE BOARD OF THE VILLAGE OF THIENSVILLE THAT The Village of Thiensville hereby adopts the attached Policy on Addressing the Body at Committee of the Whole, Plan Commission and Historic Preservation Commission meetings on matters pertaining to the Village attached hereto.

PASSED AND ADOPTED by the Village Board of the Village of Thiensville, County of Ozaukee, State of Wisconsin on this 19<sup>th</sup> day of April, 2021.

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Van A. Mobley, Village President

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Amy L. Langlois, Village Clerk