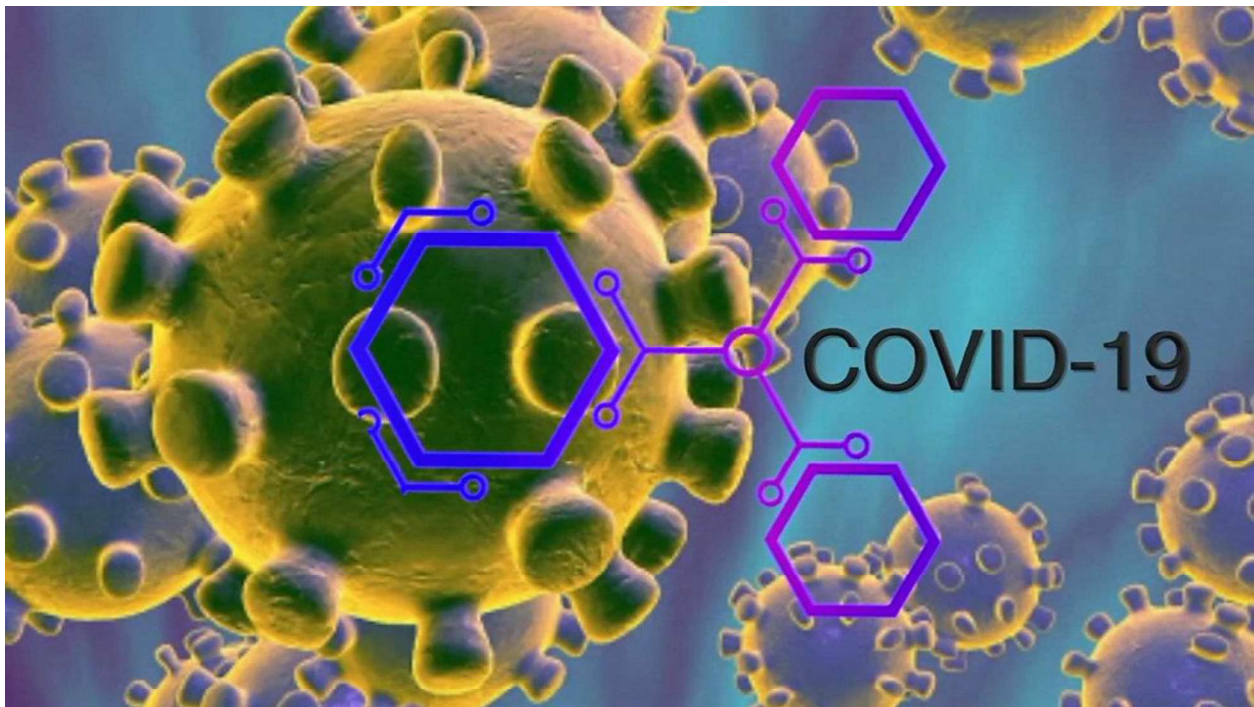




**CITY MANAGER
EXECUTIVE ORDER 2020-23 CITY
MEETINGS & PUBLIC COMMENT
PROCEDURES**



September 10, 2020

A handwritten signature in black ink, appearing to read "Tim Gleason".

Tim Gleason, City Manager

§ 23.1 INTRODUCTION

On June 26, 2020, Phase 4 of Governor Pritzker's Restore Illinois Plan went into effect, allowing gatherings up to 50 people. In addition, the Illinois Open Meetings Act was amended to establish procedures for meetings during public health emergencies. In light of the public health disaster, the City will continue to offer elected officials, staff, and members of the public, the ability to participate in meetings electronically while at the same time originating the meetings from City Hall.

§ 23.2 AUTHORITY

On March 26, 2020, the City Council approved an Ordinance Declaring a Local Emergency due to the COVID-19 Virus & Enacting Various Emergency Measures. Section 2(L) of that Ordinance provides the City Manager shall implement procedures encouraging the electronic submission of written comments for public comment beyond those currently in place within the City Code. The Open Meetings Act, Section 7(e), also now provides a process for holding meetings without a quorum physically present. Due to the ongoing public health crisis, the Mayor issued an Electronic Meeting Determination designating that in-person meetings are not practical or prudent due to the emergency.

§ 23.3 COUNCIL MEETINGS

- A. All City Council meetings through at least September 30, 2020, will be held in a hybrid manner, with some physical attendance at City Hall and the remaining participating electronically. City Council members and staff that attend in-person will be required to utilize an electronic device so that meeting can be livestreamed electronically in a seamless manner.
- B. All such meetings will be livestreamed and can be viewed in real time at www.cityblm.org/live. In addition, for any members of the public in physical attendance at the meeting, a video screen will be provided showing the meeting.
- C. All agendas for such meetings must be published at least 48 hours prior to the meetings with registration and virtual participation information contained therein. All votes must be taken by roll call, all meetings must be recorded and all other requirements of the Open Meetings Act complied with.



HEALTH OFFICIAL RECOMMENDATIONS

1. Practice social distancing;
2. Washing your hands often;
3. Avoid touching your eyes, nose and/or mouth with unwashed hands;
4. Avoid contact with sick people;
5. Stay home if you are sick;
6. Cover your mouth/nose with a tissue or sleeve when coughing or sneezing; and
7. Clean and disinfect frequently touched objects and surfaces.

For more information on COVID-19 and related health information, please visit the following websites:

www.cdc.gov

dph.illinois.gov

health.mcleancountyil.gov

§ 23.4 PUBLIC COMMENT PROCEDURES

- A. In-Person. Those desiring to provide public comment at the meeting's physical location may do so by complying with the City's public comment rules set forth in Chapter 2, Section 85 of the City Code. These individuals will be required to speak into an electronic device provided by the City. Note that physical attendance may be limited by applicable orders from the State of Illinois.
- B. Remote / Electronic. Individuals wanting to provide public comment electronically may do so by signing up at least 15 minutes prior to the start of each meeting at www.cityblm.org/register. In order to register to speak remotely during public comment the individual must provide their name, a valid email, and the call-in phone number intended for use during the meeting. Following registration, an email will be sent to the registered individual's email provided including call-in instructions and a call-in phone number for participation in the meeting. All such public comment for meetings shall be limited to no more than 3 minutes each and the total public comment period shall not exceed more than 30 minutes unless said time is extended by the City Council.

§ 23.5 WRITTEN PUBLIC COMMENT PROCEDURES

The procedures for submission of written public comment shall be as follows:

- (i) All public comments must be emailed to publiccomment@cityblm.org at least 15 minutes prior to the start of each meeting.
- (ii) The names of those that submitted written public comments will be read into the record and shall be subject to disclosure under the Freedom of Information Act.
- (iii) Copies of all public comments submitted in accordance with this section shall be provided to the Council members in advance of the meeting for their review and consideration.

§ 23.6 CITY BOARDS & COMMISSIONS

The provisions of this Executive Order on public comment and electronic meetings shall also apply to all other boards and commissions of the City that may meet through at least September 30, 2020 and/or the repeal or amendment of this Executive Order.

§ 23.7 EFFECTIVENESS

This Executive Order 2020-23 shall be effective immediately and until amended, revoked, extended or replaced by written Order of the City Manager.