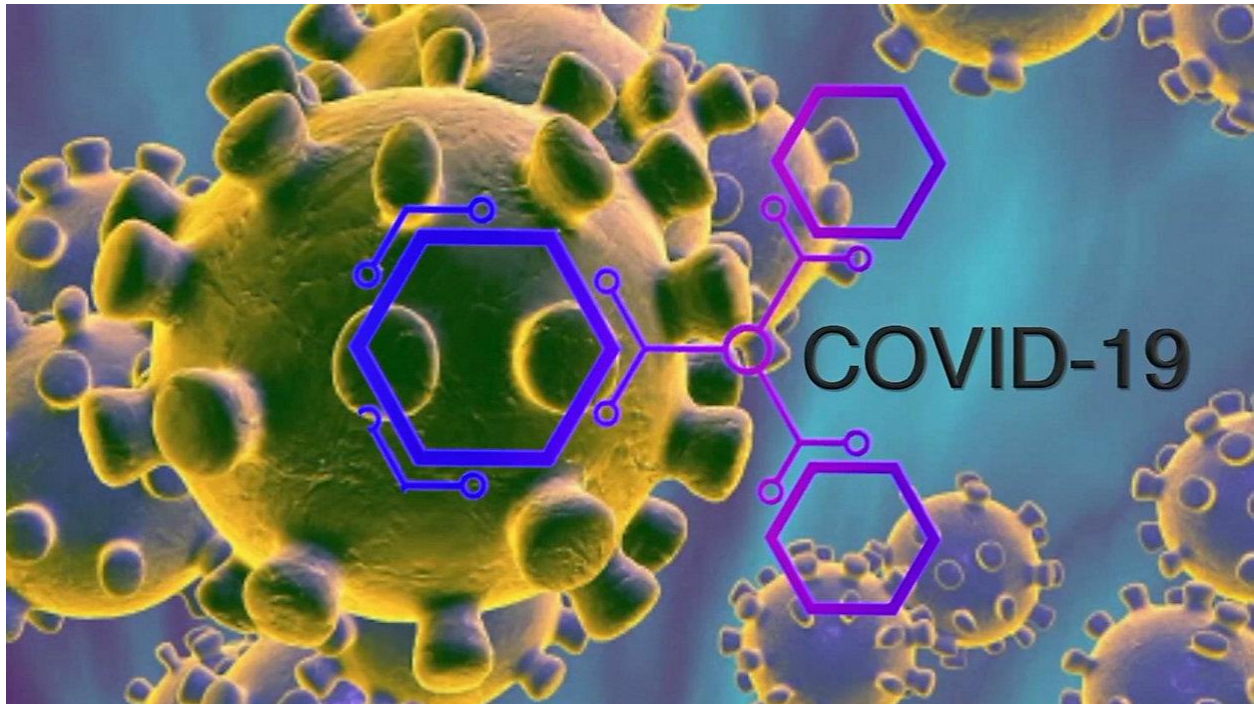




**CITY MANAGER
EXECUTIVE ORDER 2020-4
PUBLIC COMMENT PROCEDURES**



April 9, 2020

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

Tim Gleason, City Manager

§ 4.1 INTRODUCTION

As a result of the COVID-19 virus, Governor Pritzker issued COVID-19 Executive Order No. 7 waiving certain provisions of the Open Meetings Act to allow electronic meetings. As a result of the pandemic, social distancing requirements and the ability to hold meetings electronically, City Council meetings are currently being held electronically. This means that the elected officials and necessary City staff will also be attending remotely and, therefore, no physical attendance will occur at City Hall. Instead, the meetings will be streamed live online and the public will be able to watch and participate by the means outlined herein.

§ 4.2 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. Governor Pritzker's COVID-19 Executive Order No. 7 also encourages public bodies to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting.

§ 4.3 COUNCIL MEETINGS LIVESTREAMED

All City Council meetings through April 30, 2020, will be held electronically. All such meetings will be livestreamed and can be viewed in real time at www.cityblm.org/live.

§ 4.4 REMOTE PUBLIC COMMENT PROCEDURES

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.



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

§ 4.5 WRITTEN PUBLIC COMMENT PROCEDURES

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

- A. All public comments must be emailed to publiccomment@cityblm.org at least 15 minutes prior to the start of each meeting.
- B. The names of those that submitted written public comments will be read into the record and their emails will be posted on the City's website at www.cityblm.org/publiccomments.
- C. 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.

§ 4.6 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 April 30, 2020.

§ 4.7 EFFECTIVENESS

This Executive Order 2020-4 shall be effective immediately and until May 1, 2020, unless otherwise amended, revoked, extended or replaced by written Order of the City Manager.