



County Administration Building  
Winnebago County Board Office  
404 Elm Street, Room 533  
Rockford, Illinois, 61101  
(815) 319-4225  
FAX (815) 319-4226

## County of Winnebago

### **PUBLIC PARTICIPATION GUIDELINES**

1. Written request to address Board by non-members must be submitted no later than 12:00 noon to the County Chairman's office the day of the County Board Meeting.
2. Requests *must identify* name of speaker, subject matter, speaker interest (*i.e.: pro or con*) and phone number. Speakers cannot address zoning items, personnel matters, or pending or threatened litigation involving the County.
3. Speakers are limited to three (3) minutes. A maximum of twenty-one (21) minutes shall be allowed for non-members of the County Board at each County Board Meeting. If a particular item is deemed by the Chair controversial, the Chair shall strive to allow all sides an equal amount of time to speak subject to the twenty-one (21) minute time limit. The Chair shall determine the sequential order in which non-members will be allowed to address the Board.
4. No visual aids may be used during the addressing of the County Board.

County Board Meetings are generally held every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. Certain dates may be substituted due to holidays.

**Winnebago County Courthouse**  
400 West State Street  
Room 801 (8<sup>th</sup> Floor)  
Rockford, IL 61101  
6:00 P.M.

# WINNEBAGO COUNTY BOARD PUBLIC PARTICIPATION SHEET

**Date Submitted:** \_\_\_\_\_

I would like permission to speak during public participation at the next  
County Board Meeting scheduled for \_\_\_\_\_

**Name:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Speaker Interest: PRO / CON (Please Circle One)**

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**Phone Number (Required):** \_\_\_\_\_

Please mail, fax, or email the completed public participation sheet to our address by noon of the  
day of the meeting in which you would like to participate:

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PHONE: (815) 319-4225  
FAX: (815) 319-4226  
EMAIL: [CountyBoardChairmansOffice@wincoil.us](mailto:CountyBoardChairmansOffice@wincoil.us)**