SHIFRIN LEGAL
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Owner Comment Period Procedures

Illinois community associations

A proposed framework for fair, orderly owner comments at board meetings.

How to use this resource

Replace all bracketed prompts, confirm dates and authority, and delete this instruction page before distributing the completed document. Leave any necessary explanatory terms in the final form.

- Use as a proposed procedure for board review. CICAA Section 1-40(b)(6) requires a member comment period; condominium requirements must be checked under the law effective on the meeting date and the governing documents.
- Apply reasonable limits consistently. Preserve lawful recording rights and accessibility accommodations. Do not use disagreement or criticism as a reason to exclude a speaker.
- These procedures do not authorize fines, removals or restrictions beyond applicable law. Serious disruption should be handled proportionately with counsel guidance.

Important use notes

Educational sample only. Customize for your association and have counsel review applicable law and governing documents. Use does not create an attorney client relationship with Shifrin Legal, Inc.

Legal reference

Illinois Condominium Property Act, 765 ILCS 605, especially Sections 9, 18, 18.8 and 19. Noncondominium communities should separately review 765 ILCS 160 and their governing documents. Apply the version effective on the date of use; future-effective amendments are not treated as current requirements in these samples.

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Owner Comment Period Procedures

[ASSOCIATION NAME]

Proposed Owner Comment Procedures

At each open board meeting, the board will provide a comment period at [POINT IN AGENDA], with [MINUTES] per speaker and an initial total of [MINUTES], subject to reasonable adjustment and applicable law.

Owners may request recognition by [METHOD]. The chair will recognize speakers in [ORDER]. Speakers should identify their name and unit for the record and address association business.

One person speaks at a time. Comments should address issues without threats or repeated interruptions. The chair may remind speakers of the time limit and ask them to conclude when their time expires.

The board may listen without providing an immediate answer. Questions requiring investigation may be referred to management for follow up. Statements during comments do not create board action or substitute for a motion and vote.

Individual account, legal or hearing matters should be submitted privately to [CONTACT]. Lawful recording and accessibility rights remain subject to applicable law and reasonable adopted procedures.

Adopted at an open board meeting on [DATE], by [VOTE]. Effective date: [DATE].