

## **Public Comment Policy**

(Adopted November 2014; revised July 2017)

The Stickney-Forest View Public Library District encourages input from the public. The purpose of this policy is to ensure that parties presenting comment to the Library's Board of Trustees are able to freely present those comments in a manner that permits the Board of Trustees to conduct its meetings in an efficient and effective manner. All policies herein are intended to comply fully with the Open Meetings Act.

Time will be allotted at each meeting of the Library's Board of Trustees for comment from the public. Members of the public are encouraged to contact Library administration to address issues involving the Library before bringing them directly to the Library's Board of Trustees.

The Library Board may ask but will not require individuals wishing to address the Board to identify themselves and/or the organization(s) they represent.

The following rules apply to public comments during library board meetings:

- Comments must pertain to items within the jurisdiction of the Stickney-Forest View Public Library District. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, or any other topics that may be subject to discussion in closed/executive session in accordance with the Open Meetings Act.
- The total public comment period will be limited to a total of thirty minutes. Individual comments are limited to five minutes or less per person. If more than six member of the public wish to speak, the thirty minutes will be divided equally among them. In order to accommodate all who wish to speak, those wishing to make a comment to the board should notify the Board President or Library Director prior to the start of the meeting.
- All public comments must be given in person. No telephone, videoconferencing or other means of communication will be accommodated.
- All comments shall be made with civility and courtesy.
- Comments will be addressed to the Board of Trustees as a whole. Individual Trustees will not be engaged in dialogue.
- Questions asked as a part of public comments may not be answered immediately but will be answered as deemed appropriate by the Board of Trustees at a later date.
- No immediate action shall be taken on any issue raised during public comment unless deemed an emergency by the Board of Trustees. Issues requiring further action by the Board of Trustees may be added to the agenda of a future meeting.
- Any person may record the proceedings provided that
  1. Recording does not interfere with the overall decorum and proceedings of the meeting;
  2. Recording equipment must be silent and unobtrusive; lighting or flash will not be used without express permission from the meeting's presiding officer.

3. No recording will be allowed as set forth under 735 ILCS 5/8-701 as outlined in Section 2.05 of the Open Meetings Act.

Any member of the public who does not respect these rules as well as other meeting attendees will be asked to leave the meeting.

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**Related**

Illinois Code of Civil Procedure (735 ILCS 5)  
SFVPLD Open Meetings Policy