

## **A12. PUBLIC PARTICIPATION AND COMMENT AT BOARD MEETINGS**

### **POLICY:**

The Board of Library Trustees of the Park Ridge Public Library encourages and welcomes public participation and input, and will hear any interested individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

Therefore, at the beginning of each scheduled meeting, a period not to exceed 30 minutes will be devoted to concerns presented by the public. Before appearing before the Board, the members of the public are urged to seek solutions to their concerns through administrative channels. If there are no members of the public wishing to address the Board, the Board may continue with its meeting.

This policy and the rules herein apply regardless of the Board Meeting's location.

### **RULES:**

1. Members of the public wishing to speak are asked to sign in before the Board meeting and provide their name and address, although it is not required. . If applicable, the individual may provide the organization or association with which they are affiliated.
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
3. The Board President or Trustee presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized.
4. The maximum time allowed for each person to speak will be three (3) minutes. Speakers are expected to strictly adhere to time allocated and to be brief and to the point. The thirty-minute time limit and/or three (3) minute maximum per speaker may be extended upon a majority vote of the Board.
5. Speakers should identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.

Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes. Speakers who wish may always provide written materials to the Library Board via email at [libraryboardpresident@parkridgelibrary.org](mailto:libraryboardpresident@parkridgelibrary.org).

6. Groups are asked to designate a single spokesperson.
7. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to Library business. No public comments shall be heard on behalf of or opposed to a candidate for public office, or on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.
8. Board members will generally not respond to comments from speakers. The Board President or other Trustee presiding may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be noted.

9. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other Trustee presiding at the meeting.
10. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
11. No final action may be taken on any public comment or concern, which requires a resolution, or written contract, or which has the effect of approving any expenditure of funds. The Board may direct that any matter raised on these subjects be set for a future agenda, including the preparation of resolutions or other documents for consideration at such time.
12. Individuals addressing the Board must adhere to the Library policies and the Conduct in the Library policy (policy number C10) as may be necessary for the efficient and orderly conduct of the meeting.
13. The Board vests in the Board President or Trustee presiding, the authority to terminate the remarks of speakers who fail to adhere to the above rules or the aforementioned conduct policy.