

North Chicago Public Library  
2100 Argonne Drive  
North Chicago, Illinois 60064

Board of Trustees

Policy # 015

## **Public Comment and Participation Policy**

Adopted September 16<sup>th</sup>, 2014

### **Purpose:**

The functions of the Board of Trustees of the North Chicago Public Library (NCPL) are to establish library policies, to approve and monitor the annual budget, to determine the library's service program, and to hire and employ the Executive Director. Board meetings are held pursuant to the Open Meetings Act. The Board welcomes members of the public and establishes the following guidelines for public participation for all Board and Committee Meetings.

#### **1. Attendance by members of the public**

Each person attending a Board Meeting is requested (but not required) to write his or her name and address on the sign-in sheet at the door. All Board meetings minutes are recorded, and are then uploaded to the NCPL website. Anyone who attends a Board meeting may appear in the minutes and or recordings of that meeting.

#### **2. Guidelines for public comment**

The Board allows time for public comment during most meetings. To ensure that public comment is heard and that the Board is able to conduct Board business in a timely manner, the Board asks that all visitors be aware of the following:

- All speakers are asked to identify themselves at the beginning of their comments so that the participation of all who speak at the meeting can be part of the official record.
- The timekeeper shall be the Board Secretary or the Chair shall designate someone to be the timekeeper
- Speakers may provide written copies of their concern to the Board
- Speakers will be limited to three minutes per person wishing to make a public comment.
- Speakers are asked to strictly adhere to time allocated. A member of the library staff will be designated as the timekeeper
- All public comments must be given in person. No telephone, video conferencing or other electronic means will be accommodate
- Abusive, profane, harassing and/or repetitive comments and language and/or personal attacks will not be permitted and shall promptly be ruled out of order by the Chair

- The Board vests in the Chair, the authority to terminate the remarks of speakers who fail to adhere to the above rules

### **3. Guidelines for public recording**

#### **a. Recording**

Any person may record an open meeting by video, audio, photographic, or other means. Recording of meetings shall not distract or disturb Trustees, other meeting participants, or members of the public and shall not interfere with the conducting of an orderly meeting. The Board of Trustees may designate a location for the placement of recording equipment.

#### **b. Accommodations**

NCPL is not obligated to provide special accommodations for recording, such as lighting, a designated space for microphones or recording equipment, and access to electrical power.

#### **c. Circumstances When Recording Is Not Allowed**

In the following situations, recording by a member of the public will be prohibited or terminated:

- If the recording process is disruptive to the meeting; or
- If a meeting is closed to the public.

### **4. Response from Board or Committee**

- a. A Trustee may, but will generally not, respond to comments from speakers. The Chair 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 duly noted.

# PUBLIC COMMENT SIGN IN SHEET

## North Chicago Public Library

### Board of Trustee and Committees

Each speaker is limited to three (3) minutes to address the Board of Trustees and Committees. Please be advised that citizens not utilizing their full three (3) minutes may not "donate, lend their time to another speaker.

Speakers with comments related to a specific agenda item will be called first (at the direction of the Chair). Further, the Board and Committee request that the Speaker limit their comments to the Business of the Board and the Committee and that the speaker follows the Board's policy governing Public Comment and Participation.

Bill Payment Meeting: [ ]                      Regular Meeting: [ ]                      Committee Meeting: [ ]

Meeting Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Print information below

	Full Name	Agenda Item for Discussion	Non-Agenda Items
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			