

## **210.6 / Board of Trustees**

### ***Public Participation and Comment at Board Meetings***

The Board of Library Trustees of the Villa Park 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 regular meeting, a period of time not to exceed 15 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.

The following rules shall govern speakers who address the Board:

- Members of the public wishing to speak are asked to sign up with the Administrative Librarian or Board President before the Board Meeting and provide their name and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated. NOTE: Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments shall be limited to Library business. No public comments shall be heard on behalf of or opposed to a candidate for public office, nor 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.
- Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.
- The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized.
- The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point.
- Speakers must identify themselves, 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.
- Groups are asked to designate a single spokesperson.
- Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate or, for example, direct speakers to the appropriate staff member for assistance in the matter. 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.

- 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 presiding officer.
- Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
- Public comment time limit and/or maximum time limit per speaker may be extended upon a majority vote of the Board.

The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules.

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.

There shall be no debate on any matters raised during public comment. The Board may, however, refer any matter of public comment to the Library Director, Library staff, an appropriate agency for review, or may place the matter on a subsequent agenda for discussion.

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, however, 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.

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