

APPENDIX 16 – Rules of Procedure for Public Meetings and Hearings

The Board of Trustees of the Palatine Public Library District encourages and welcomes public participation and input and will hear any individual pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner. Procedures for members of the public to request that a topic be placed on a Board meeting agenda are found in Section IV-8 of the Board Bylaws.

Therefore during each regular meeting or scheduled hearing, a period of time not to exceed 60 minutes will be devoted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

Section 1 – Open Meetings Act. All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120).

Section 2 – Registration of Public Participants. Anyone who wishes to comment in a public meeting or hearing must sign in at the public meeting or hearing, providing full name, noting topic on which they wish to speak, and listing any organization(s) represented, if applicable.

Section 3 – Comment Procedures. Procedures for public participation and for requesting that any topic be placed on the agenda of a Board meeting are described in the Board bylaws.

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. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the podium or designated speaking area; state his/her name; state the topic of comment and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the Presiding Officer.

All remarks should be addressed to the Board of Library Trustees as a whole, not to individual Trustees or Staff.

Questions, if any, should be directed to the Presiding Officer who will determine whether, or in what manner, an answer will be provided.

Section 4 – **Time Allocation for Comments.** Each individual will have five minutes to present his or her comments. If a person is unable to complete comments in the allotted time, he or she may submit comment in written form. A majority vote of the Board of Library Trustees may alter the enumerated time allocations for individuals or for the cumulative limit based on the number of persons wishing to speak.

Section 5 – **Questions of Speakers.** Members of the Board of Library Trustees who wish to ask clarifying questions of the speaker or each other during the public meeting or hearing may do so, but only after first being recognized by the Presiding Officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

Section 6 – **Recording of Meetings.** While persons attending an open meeting are permitted to record the proceedings by tape, film or other means, recording should not be allowed to interfere with the overall decorum and proceeding of the meeting. (1975 Ill. Att’y Gen. Op. 17)

Section 7 – **Orderly and Civil Meeting or Hearing.** The Presiding Officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Discourtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

(Added by the Board of Trustees 9-10-08; Revised 5-12-10; Revised 5-11-11, Effective 5-11-11; Revised 5-9-12, Effective 5-9-12; Revised 10-9-13, Effective 10-9-13; Revised 9-10-14, Effective 9-10-14; Revised 11-12-14, Effective 11-12-14; Reapproved 10-14-15; Reapproved 11-9-16)