

Policy and Procedure Manual	Section A 3.1
Governance and Organizational Structure	Issued: February 21, 2011; Amended February 12, 2014; ratified March 17, 2014, re-approved August 12, 2014; Amended December 15, 2014
Public Comment Policy	Approving Authority: Board of Library Trustees

Public Comment Policy

The Board of Library Trustees of the Orland Park Public Library welcomes public participation and will hear from interested individuals pursuant to the guidelines outlined in this policy.

At each meeting, a 30 minute Public Comment Period will be established for public comments. Before speaking at the Board meeting, members of the public are urged to seek solutions to their concerns by addressing them to the Library's administration.

The following rules shall apply to the Public Comment Period:

- Members of the public wishing to speak are asked to sign in at the beginning of the meeting and to provide their full name on the sign-in sheet. Individuals also may indicate on the sign-in sheet the subject they intend to address and, if they are representing an organization or other entity, the name of the organization or other entity.
- The Public Comment Period is established for members of the public who physically attend Board meetings. The Public Comment Period is not available to individuals who wish to address the Board by remote means, including telephone, video conferencing or other electronic means. Members of the public who do not attend Board meetings in person are welcome to submit comments to the Library by other means, including mail or e-mail.
- Speakers must identify themselves before speaking.
- Speakers may provide written copies of their comments and other written materials to the Board.
- The time allowed for each individual to speak will be five (5) minutes. Speakers are asked to strictly adhere to the allocated time. A member of the library staff will be designated as the timekeeper.
- Any individual may record statements made during the Public Comment Period and any other proceedings at meetings required to be open by tape, film, or other means, provided, however,

a. Recording shall not interfere with the overall decorum and proceedings of the meeting (i.e., the machine and/or operator must be quiet and unobtrusive);

b. The machine and/or operator shall not interfere with the rights of other members of the public to observe the meeting;

c. No taping or filming will be allowed as set forth under 735 ILCS 5/8-701. That statute provides that “no witness shall be compelled to testify in any proceeding conducted by a court, commission, administrative agency or other tribunal in this State if any portion of his or her testimony is to be broadcast or televised or if motion pictures are to be taken of him or her while he or she is testifying.” In this regard, Section 2.05 of the Open Meetings Act provides that, “[i]f a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, refuses to testify, the authority holding the meetings shall prohibit such recording during the testimony of the witness. (5 ILCS 120/2.05)

- The Library will make reasonable accommodations for those wishing to record the meeting, but will request that such individuals stay in the area designated for the public.
- The 30 minute time limit for public comments and/or the five minute time limit per speaker may be extended upon a majority vote of the Board.

The Board may refer any matter addressed during the Public Comment Period to the Library Director, a member of the Library’s staff, or other individuals, and may place the matter on a subsequent agenda for discussion.