

Policy and Procedure Manual	Section A 3.1
Governance and Organizational Structure Public Comment Policy	Issued: February 21, 2011; Amended February 12, 2014; Ratified March 17, 2014; Re-Approved August 12, 2014; Amended December 15, 2014; Amended October 19, 2020 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 relevant to Library business (i.e., information about Library events; issues that the Library Board has the authority to address; agenda items; and items or issues previously voted on by the Library Board or that the Library Board has the authority to consider or vote on in the future). 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.
- Only one person may speak at a time, and 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 and no speaker may assign his/her time to another speaker. 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. 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.

- The Board President, or other presiding officer, may stop a speaker if the public comment violates these rules, is irrelevant to Library business, is unreasonably repetitious, substantially disruptive, or violates the rules of decorum set forth below.

- Members of the public and members of the Library Board should all treat everyone with respect. Abusive, foul, threatening, demeaning and disorderly language and/or conduct are not permitted. The Board President, or other presiding officer, at each public meeting shall be responsible for the enforcement of the provisions of this policy and shall be empowered to reprimand and cause the removal of any and all persons violating the provisions of this policy. The removal of an offender from a public meeting shall proceed as follows:

- a. The presiding officer shall twice give the offender notice that he or she is violating certain terms of this policy and might be removed from the public meeting.
- b. If the offender continues to violate any of the provisions of this policy after receiving the above notice, the presiding officer shall order the police to be contacted for the removal of the offender from the meeting room. If the offender continues the

disturbance outside the meeting room, such that the orderly conduct of business by the Library Board is disrupted, the offender shall be removed from the premises.

c. The offender has no right to appeal from an order of the presiding officer requiring the removal of the offender from the meeting room.

d. Any order of the presiding officer relative to the enforcement of the provisions of this policy may be appealed by a member of the Library Board present at the meeting. Any ruling by the presiding officer may be overruled by a vote of a majority of the members of the Library Board present at the public meeting.

e. The offender removed from the meeting room may be criminally charged for any violations of applicable law.

- The Library Board has the authority to determine procedural matters regarding public participation not otherwise defined in this policy.