



Public Comment in Meetings Policy	
ADOPTED DATE	6/25/2009
REVISED DATE	10/28/21, 9/24/2026
REVIEW DATE	9/26/24
REVISION #	4.0

LIBRARY POLICY

Public Comment in Meetings Policy

PURPOSE

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body”—5 ILCS 120/2.06(g). In compliance with the Act, the Frankfort Public Library District Board of Trustees has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

POLICY

The Frankfort Public Library District Board of Trustees recognizes the value of public comment on Library issues and the importance of allowing members of the public to express themselves on matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide periods for public comment at every meeting of the Board, including all committee, special, emergency Board, and subsidiary meetings.

A “Public Comment” period for public participation at the beginning of every meeting of the Board shall be designated for any appropriate comments exclusively on topics listed on the meeting’s Agenda.

A “Public Comment” period for public participation at the end of every meeting of the Board shall be designated for appropriate comments regarding the Library in general.

The presiding officer of each Board meeting at which public participation is permitted shall administer the following rules:

- Public participation shall be permitted as indicated on the Agenda.
- On a written form to be provided, attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- Participants must be recognized by the presiding officer and will be requested to preface their comments by announcing their name, address, and group affiliation, if and when appropriate.
- Comments made by a participant shall be limited to three (3) minutes duration per “Public Comment” period. Time may not be yielded to another participant.
- There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they appoint a spokesperson.
- The total time allotted for Public Comment will be 15 minutes unless extended by a majority vote of the Board of Trustees.
- Individuals who sign up but cannot speak due to time constraints will be carried to the next regular meeting of the Board and placed first on the Public Comment Agenda.
- All statements shall be directed to the presiding officer.
- No person may address or question Board members or staff individually.

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- Board members may ask questions for their own clarification after a public comment, but will generally not respond to comments from speakers. The Board President, other presiding officer, or the Library Director may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance.
- Public comment is not intended to require the Board to answer any impromptu questions. The Board may comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.
- The presiding officer may:
Interrupt or terminate a participant's statement when the statement exceeds the 3 minute limitation, is personally direct, abusive, obscene, or irrelevant; request any individual to leave the meeting when that person does not observe reasonable decorum; request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting; call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- Anyone desiring to address the Board on a specific concern requiring more effective and informed action by the Board should contact the Library Director at least two weeks prior to the next scheduled regular Board Meeting for the topic to be reviewed for consideration to be placed on the Agenda.

Minutes are a summary of the Board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.

Petitions or other written correspondence directed to the Board shall be shared with the Board. A response, if appropriate, may be provided by the Library Director or a member of the board.

The presiding officer shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

The following abbreviated version of these guidelines will be stated in each monthly Board Agenda:

Appropriate comments from the public will be welcome at the beginning of this meeting on topics specified on the Meeting Agenda. Appropriate comments from the public will be welcome at the end of this meeting on any topic germane to the Library District. Comments will be strictly limited to 3 minutes during each period and subject to additional limitations set forth in the Public Comment Policy. A complete version of the Public Comment Policy is available upon request.