

**MOUNT PROSPECT PUBLIC LIBRARY  
PUBLIC COMMENT AND PARTICIPATION POLICY**

**POLICY STATEMENT**

The Board provides for citizens to be heard at its meetings.

- The Library Board of Trustees provides time at the regular meeting of the Board for public comment on items not listed on the agenda.
- For regular, special and committee of the whole meetings, individuals who wish to speak on an agenda item should indicate that interest to the Executive Director (or senior staff in her absence) prior to the meeting and may speak when called upon by the President of the Board or meeting chairperson at the time of the discussion of that item. The Board President or meeting chairperson will also ask if there is anyone else in the audience who wishes to speak on the agenda item at the time of discussion.

In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees; any person violating any provision of this Section is subject to arrest.

**Guidelines for speaking:**

The Board President or meeting chairperson is responsible for ensuring the orderly conduct of Board meetings.

Individuals wishing to be heard by the Board will be recognized by the Board President or meeting chairperson.

All individuals shall clearly identify themselves, providing their name and any affiliation with a group (if any) they are representing; providing current residential address is optional. After identifying themselves, speakers may make brief comments. If time remains, after all speakers have been heard, a speaker may be recognized for a second time. Speakers must limit their comments to the item under discussion. Speakers should not expect the Board or the Executive Director to answer questions during the comment period.

All speakers must observe rules of common etiquette. The Board President or meeting chairperson may set a time limit on the length of public comment and/or a time limit for individual speakers. Generally, an individual will be limited to a maximum of five (5) minutes.

The Board President or meeting chairperson will stop any public comment that is contrary to these guidelines.

Individuals who disrupt a Board meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.