



# ZION-BENTON PUBLIC LIBRARY

Serving the communities of Beach Park, Winthrop Harbor, and Zion

## **RULES FOR PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD OF LIBRARY TRUSTEES OF THE Zion-Benton PUBLIC LIBRARY DISTRICT.**

The Library is interested in hearing from the public and provides the opportunity for the public to speak during the Public Comment sections of the meeting.

Any person may address the Library Board in accordance with the following rules\*:

1. An individual may address the Library Board only during "Comments by Visitors" portion of the Agenda and during "Visitor Comments Specific to Agenda Items" portions of the Agenda.
2. Citizen comments during "Visitor Comments Specific to Agenda Items" portion of the Agenda shall be received prior to any Board action on Agenda items.
3. Citizen comments during "Comments by Visitors" portion of the Agenda shall be received as indicated on the agenda.
4. Comments made during the "Citizens' Comments Concerning Agenda Items" portion of the Agenda shall be limited to Agenda items and shall be limited to 3 minutes per speaker and a total time of 15 minutes per topic.
5. Comments made during the "Comments by Visitors" portion of the Agenda shall be limited to 3 minutes per speaker and a total time of 30 minutes.
6. Speakers shall conduct themselves with respect and civility toward others.
7. The Board President may suspend comments that are irrelevant, repetitious, or disruptive.
8. The Board President has authority to determine procedural matters regarding public participation not otherwise defined in these Rules.
9. Trustees will not answer questions during the time allotted for citizens' comments. If appropriate, the Board President may refer an item for further study to the Library Director.
10. Citizens may not cede their time to other speakers.
11. Groups are asked to designate a single spokesperson.
12. Members of the public should not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Library Director separate from the Board meeting. When needed, discussion with the Board about an employee will be held in closed session.
13. To establish the order of speakers, the Board requests that anyone wishing to address the Board sign in immediately prior to the meeting.

\*These rules apply to Board and Committee meetings.