



5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | [www.skokielibrary.info](http://www.skokielibrary.info)

## POLICY REGARDING PUBLIC COMMENT AT BOARD MEETINGS

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 Board of Trustees of Skokie Public Library has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

1. Individuals attending Board meetings must conduct themselves with respect and civility toward others. Abusive, threatening, or harassing language and/or personal attacks will not be permitted. The Board president or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.
2. Public comments are permitted during the time designated on the library Board agenda, unless otherwise directed by the Board president.
3. Comments may be provided in one of the following ways:
  - In-person at a Board meeting
  - Email to [tellus@skokielibrary.info](mailto:tellus@skokielibrary.info) by 4:30 pm on the date of the meeting
  - Voicemail at 847-972-5645 by 4:30 pm on the date of the meetingComments submitted in writing or by voicemail will be shared with the Board in advance of the meeting and may be read or played aloud during the public comment section of the Board agenda.
4. The Board president determines the order in which speakers will be recognized.
5. When recognized by the Board president, the speaker may begin by stating their name.
6. Public comments will be limited to three (3) minutes each. The overall limit for all public comments in a single meeting will be thirty (30) minutes.
7. Board members are not obligated to respond to comments from the public. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by the administration will be noted.
8. A copy of these guidelines will be posted on the Board of Trustees page of the Skokie Public Library website, and will be placed next to the sign-in sheet made available to members of the public at the entrance to Board meetings.
9. Minutes are a summary of the Board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes will not be approved. Generally, written materials presented to the Board will be included in the library's files rather than in the minutes.

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

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's executive director or a member of the Board.

*Adopted by the Skokie Public Library Board of Trustees, July 12, 2017. Revised July 14, 2021; April 10, 2024.*

