**Public Comment in Meetings Policy**

The River Grove Public Library District encourages input from the public and recognizes the value of public comment on library issues. In order to permit the fair and orderly expression of such comment during Library Board meetings, 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 end of every meeting of the Board shall be designated for appropriate comments regarding the library in general. Members of the public are encouraged to contact Library administration to address issues involving the Library before bringing them directly to the Library’s Board of Trustees.

The Library Board may ask but will not require individuals wishing to address the Board to identify themselves and/or the organization(s) they represent.

The following rules apply to public comments during library board meetings:

* 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 five (5) minutes duration per “Public Comment” period. Time may not be yielded to another participant.
* The total public comment period will be limited to a total of thirty (30) minutes. Individual comments are limited to five minutes or less per person. If more than six members of the public wish to speak, the thirty minutes will be divided equally among them.
* The presiding officer may:
  + Interrupt or terminate a participant’s statement when the statement exceeds the 5-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.