

**COAL CITY PUBLIC LIBRARY DISTRICT  
PUBLIC COMMENT POLICY**

**APPROVED BY THE  
BOARD OF TRUSTEES**

**REVISED  
DECEMBER 10, 2024**

**\*DENOTES LEGAL LANGUAGE**

**COAL CITY PUBLIC LIBRARY DISTRICT  
PUBLIC COMMENT POLICY**

The Coal City Public Library District Board of Trustees welcomes public participation at its meetings. Meetings are conducted in compliance with the Illinois Open Meetings Act, which requires Board meetings be open for public observation.

The Board meeting agenda includes time at each meeting for public comments. In order for the Board of Trustees to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:\*

1. Members of the public wishing to speak are urged but not required to sign in with the Library Director or Board President prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak (**Appendix A**). Speakers will be called in the order in which they have signed in. If applicable, the individual will provide the organization or association with which they are affiliated.\*
2. Public participation and comment will be permitted during the "Public Comment" portion of the Agenda.\*
3. The Board President or person presiding over the meeting will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.\*
4. The time allowed for each person to speak will be five (5) minutes. Speakers are asked to strictly

adhere to time allocated and to be brief and to the point.\*

5. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.\*
6. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be favored, as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.\*
7. Groups are asked to designate a single spokesperson.\*
8. Any individual may record statements made during the Public Comment Period however, recordings should be conducted in such a manner so as not to interfere with the business of the Board.\*
9. Board members will generally not respond to comments from speakers. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.\*
10. Individuals addressing the Board must at all times adhere to the Library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
11. The thirty minute time limit and/or five (5) minute maximum per speaker may be extended upon a majority vote of the Board.\*
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.\*

13. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.\*
14. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted and shall promptly be ruled out of order by the President or other presiding officer.\*
15. The Board vests in the Board President or presiding officer, the authority to terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.\*

The Board of Trustees may not be able to respond at this meeting to all questions, requests for information, or requests for action. The request will be noted and the Board of Trustees will respond after it has had an opportunity to consider and/or investigate the request.

The meeting agenda will be given to the public present. Other documents can be requested through the Freedom of Information Act after the meeting. Request forms are available at the circulation desk or on the Library's webpage. Open meeting minutes will be available on the website within one week from the date of their approval.

The Board of Trustees appreciates all who participate in open and orderly meetings.

**APPENDIX A**

**PUBLIC COMMENT SIGN IN\*  
COAL CITY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

While speakers are not required to sign in in order to speak during the "Public Comment" section of board meeting(s), preference is given to those who complete and return this form to the Board President before the start of the meeting.\*

NAME: \_\_\_\_\_

ADDRESS  
(OPTIONAL) : \_\_\_\_\_

GROUP/ORGANIZATION REPRESENTED: \_\_\_\_\_

SUBJECT: \_\_\_\_\_