

## Public Participation at Library Board Meetings and Petitions to the Board Policy

Adopted by the Hinckley Public Library District Board of Trustees

June 13, 2011

Revised 1/13/14, 2/13/17, 3/9/20

At each regular and special open meeting, members of the public and library employees may comment or ask questions of the Board for a period of time not to exceed 30 minutes. All public comments must be given in person. No telephone, video conferencing or other electronic means will be accommodated.

Due to Open Meetings Act restrictions, action may not be taken on items unless they are already on the agenda, but action may be deferred to a later date.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
3. Observe the Board President's decision to determine procedural matters regarding public participation not otherwise defined in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.