

DeKalb Public Library Public Comment Policy

POLICY STATEMENT:

In accordance with Section 2.06(g) of the Illinois Open Meetings Act, the DeKalb Public Library Board of Trustees welcomes public comment at Board meetings.

This Public Comment Policy ensures that members of the public are allowed to present their views while permitting the DeKalb Public Library Board of Trustees to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular, special, and committee meetings.

- Approved by the Board of Trustees, 07/2025

DeKalb Public Library Public Comment Procedures

PROCEDURES:

1. Public comments are permitted during the time designated on the Library Board agenda. Members of the public may address the Board only at the appropriate times as indicated on the agenda and when recognized by the Board President or other presiding officer.
2. Members of the public who wish to speak are asked but are not required to sign in on the sheet provided at the door. Speakers will be allowed to participate on a first come, first served basis, or in an order determined by the Board President or other presiding officer.
3. Each speaker is allowed a maximum of three minutes to address the Board.
4. Each speaker is asked to provide their name and group affiliation (if any).
5. There will be no more than 30 minutes for public comment, except with consent of the Board, which will vote to extend the time if necessary.
6. Petitions or written correspondence to the Board shall be presented to the Board as correspondence for the next regularly scheduled Board meeting.
7. The Board President or presiding officer has the authority to enforce rules of decorum during the meeting. Any person who engages in threatening or disorderly behavior when addressing the Board, or who speaks out of turn or otherwise disrupts the Board meeting, may be deemed out-of-order by the Board President or presiding officer. Repeated or extraordinary occurrences of behavior that is disruptive to the Board meeting will be grounds for the President or presiding officer to cause the violator to be removed from the meeting room.
8. The public comment period is not a question and answer period and the Board need not answer questions from a speaker during the defined public comment period. If a person has a question for the Board, they may be asked to submit the question in writing.
9. The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.