

Morrison-Talbott Library

Public Meeting Comment and Recording Policy

All meetings of the Morrison-Talbott Library Board, including all subsidiary bodies and committees, are conducted in compliance with the Illinois Open Meetings Act. The Morrison-Talbott Library encourages public comment and input of interested individuals pursuant to the guidelines outlined in this policy. Therefore, at each regular or special meeting, the agenda will include a "Public Comment" section.

All members of the public are required to sign in prior to the call to order. Those members of the public wishing to speak or record a public meeting of the Morrison-Talbott Library Board, including all subsidiary bodies and committees, are required to complete a current "Request to Speak" or a "Request to Record" form. These forms are available at the table of the Presiding Officer and must be submitted to the Presiding Officer prior to the beginning of the specific meeting at which the member of the public wishes to speak or record. Completing this form will ensure everyone who wishes to speak has the opportunity to do so.

Public comments are permitted during the time designated on the Library Board meeting agenda. In order for the Board of Trustees to fulfill its obligations, a maximum of 30 minutes of public participation will be permitted at any meeting. The Presiding Officer determines the order in which speakers will be recognized.

Each speaker shall provide his/her name, address, group affiliation (if any) and topic. Comments will be limited to a single three (3) minute time period, per individual, per meeting.

If more than one member from a group wishes to speak, the group must select one representative of the group to present the group's view. In such case, the representative will be allowed to speak for up to five (5) minutes.

All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff or other members of the public.

Topics of public comments must be library related. Comments should be in good taste and remarks about specific individuals are not allowed. At any time, the presiding officer feels the speaker is not following these guidelines or other library policies, the presiding officer is authorized to direct the speaker to sit down or leave the meeting.

Public comments shall be made by individuals physically present. Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. These individuals or those who require disability related accommodations are requested to contact the Library

Director/Assistant Director in advance to allow the library to try to arrange reasonable accommodations.

Generally, the board will not engage in a dialogue (written or verbal). An immediate response from the Board is not required. Should a response from the Board be warranted, it may come at a later date after the Board has had an opportunity to consider and/or investigate the request.

Business presentations should be handled directly through the Library Director or Assistant Director rather than use of a request to speak at a public meeting.

Recording

Members of the public wishing to make audio or video recordings during a meeting are required to complete and submit a "Request to Record at Meeting" form to the Recording Secretary prior to the beginning of the meeting at which the member of the public wishes to record. Forms are available from the Presiding Officer.

Each speaker shall provide his/her name, address, group affiliation (if any) and information regarding when, where and by whom the video shall be viewed.

Recording must not obstruct the view of attendees or otherwise interfere with the meeting.

If the presiding officer determines the recording is interfering with the meeting, the presiding officer may ask a person to suspend their recording.

Minutes are a summary of the Board's discussions and actions. Written materials presented to the Board will be included in the Library's files rather than the minutes.