



Brimfield Public Library District Public Comment at Board Meetings Policy

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g). In compliance with the Act, the Brimfield Public Library District’s Board of Trustees have adopted this policy to provide the following rules and guidelines for public participation at its meetings.

Decorum

Individuals attending Board meetings must conduct themselves with respect and civility towards others. Abusive, profane, threatening, harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule. Speakers are asked to limit their comments to Library business. Individuals who speak out of turn or become disruptive shall be asked to leave the meeting.

Order

The Board President shall determine the order in which speakers will be recognized.

Identification

Members of the public wishing to speak shall be asked to sign in at the beginning of the meeting and provide their full name, address, the subject they intent to address, and if they are representing an organization or entity, the name of the organization or entity. During the Public Comment period, after being recognized by the President, the speaker shall begin by stating their name.

Time

The time allowed for each individual to speak shall be three (3) minutes per person, with an overall limit of thirty (30) minutes of public comment allowed at each Board meeting. The Board President shall have discretion to extend this time limit, as well to limit repetitive, irrelevant, or disruptive comments.

Methods of Comment

The Public Comment period is established for members of the public who physically attend Board meetings. The comment period is not available to individuals who wish to address the Board by remote means.

Members of the public who do not attend Board meetings in person are welcome to submit comments by other means, including mail, email, or voicemail.

- Email director@brimfieldlibrary.org by 4:30 pm on the date of the meeting.
- Voicemail at 309-446-9575 by 4:30 pm on the date of the meeting.

Comments submitted in writing or voicemail will be shared with the Board in advance of the meeting and may be read or played aloud during the public comment section of the Board agenda.

Handouts

Speakers may provide written copies of their comments and other written materials to the Board. Written materials shall not be added to the meeting's minutes but may be included in the library's files.

Groups

Groups are asked to designate a single spokesperson.

Response to Comments

Board members and Library administration are not obligated to respond to those who speak at a meeting. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by the Library's administration will be noted. Before speaking at the Board meeting, members of the public are urged to seek solutions to their concerns by addressing them to the administration.