

## **APPENDIX 0 - Rules of Procedure for Public Meetings and Hearings**

The Board of Library Trustees of the Wilmette Public Library District (the Board) encourages and welcomes public participation and input and will allow public comment at open meetings pursuant to the guidelines outlined in this policy. The purpose of this policy is to ensure that individuals are allowed time to address the Board while permitting the Board to conduct its meeting or hearing in an efficient and effective manner.

During each public meeting or scheduled hearing, a period of time not to exceed 30 minutes will be allotted to comments presented by the public. If there are no members of the public wishing to address the Board, the Board will continue with the meeting or hearing.

### **Open Meetings Act**

All public meetings and hearings are subject to and conducted in accordance with the Illinois Open Meetings Act (5 ILCS 120/1 et seq.).

### **Registration of Public Participants**

Anyone who wishes to comment in a public meeting or hearing is asked to sign-in at the public meeting or hearing, providing full name, noting topic on which they wish to speak, and listing any organization(s) represented, if applicable.

### **Public Comment Procedures**

Public comment will be permitted during the “Public Comment” portion of the agenda.

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. Groups are asked to designate a single spokesperson.

When called upon, the person should come to the designated speaking area. Before speaking, the speaker is asked to state their name; state the topic of comment and, if speaking for an organization or other group, identify the group represented. No person may speak without first being recognized by the presiding officer.

All remarks should be addressed to the Board as a whole, not to individual trustees or staff.

Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, a response will be provided.

### **Time Allocation for Comments**

Each individual will have three minutes to present their comments. If a person is unable to complete comments in the allotted time, they may submit comments in written form.

A majority vote of the Board may alter the time allocation for individuals or for the cumulative time allocation for all speakers based on the number of persons wishing to speak.

### **Questions of Speakers**

Members of the Board who wish to ask clarifying questions of the speaker or each other during the public meeting or hearing may do so, but only after first being recognized by the presiding officer. Interaction with the speaker is limited to a question or questions, rather than an ongoing dialogue.

### **Recording of Meetings**

While persons attending an open meeting are permitted to record the proceedings, recording may not interfere with the overall decorum and proceeding of the meeting.

### **Orderly and Civil Meeting or Hearing**

The library's General Rules of Conduct apply to public meetings. The presiding officer may take such actions as are required to maintain an orderly and civil meeting or hearing. Courtesy or disorderly conduct will be deemed a breach of order, and such misconduct will be dealt with as appropriate.

The presiding officer has the authority to determine procedural matters regarding public participation not otherwise defined here.

### **Public Comments in Meeting Minutes**

Meeting minutes represent a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.

(Adopted February 19, 2019; revised April 16, 2024, March 18, 2025)