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## **Public Participation Policy**

### **Purpose**

The Library Board of Trustees welcomes all individuals to attend its board meetings and encourages participation based on the guidelines outlined in this policy. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board while permitting the Board to conduct its meeting in an efficient and effective manner.

At each regular meeting, the agenda will provide a time for public participation, for members of the public to address the Board. If there are no members of the public wishing to address the Board, the Board will continue with its meeting. Before appearing before the Board, members of the public are encouraged to seek solutions to questions or concerns through Library administration.

### **Policy**

1. At the designated time on the agenda, the Board President or presiding Trustee will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. Evergreen Park residents will be given priority.
2. Persons desiring to address the Board will be asked to provide their name and address. However, speakers are not required to provide a name and address in order to address the Board.
3. The time allowed for each person to speak will be three minutes. Speakers are asked to strictly adhere to the allotted time. The Board President or presiding Trustee may extend the time for any speaker, or time may be extended by a vote of the majority of the Board in attendance at the meeting following a motion to extend time.
4. Speakers may provide written comments to the Board. The Board may read those comments aloud at the meeting but has no obligation to do so. Requests to append written statements or correspondence to the meeting minutes will not be favored as meeting minutes are a summary of the Board's discussion and actions, and such requests will only be granted in extraordinary circumstances.
5. Per the Library's Rules of Conduct policy, speakers unable to act in a respectful manner or adhere to the guidelines described in this policy, may be asked to leave the premises.
6. A response from the Board to public comment is not required. Board members may respond, as appropriate, or direct speakers to the appropriate staff member for assistance.
7. A summary of public comments are included in the meeting minutes and become part of the public record of the board meeting.

Approved by the Evergreen Park Library Board of Trustees  
March 8, 2023