



BARTLETT PUBLIC LIBRARY DISTRICT PUBLIC COMMENT AT PUBLIC MEETINGS POLICY

The Bartlett Public Library District Board of Library Trustees recognizes the value of public comment on Library issues and the importance of allowing members of the public to express themselves on matters of community interest.

To permit the fair and orderly expression of public comment, the Board provides periods for public comment at public meetings.

A “Town Hall” period for public comment at the beginning of public meetings shall be designated for public comments germane to the Library District.

A “Town Hall” period for public comment at the end of public meetings shall be designated exclusively for public comments regarding items discussed during that meeting.

The presiding officer of each public meeting shall administer the following rules:

- Public comment shall be permitted as indicated on the Agenda.
- On a written form to be provided, those persons wishing to comment should register their intention to comment upon arrival at the meeting.
- Those persons wishing to comment must be recognized by the presiding officer. Such persons will be asked to provide their name, address, and group affiliation.
- Comments shall be limited to three (3) minutes per “Town Hall” period.
- All comments shall be directed to the presiding officer.
- Neither the Board nor staff will respond to comments or questions unless a clarification or correction of factual errors is in order.
- The presiding officer may:
 - Interrupt or terminate a participant's comment opportunity when the comments exceed the 3-minute limitation;
 - Terminate a participant’s comment opportunity if comments are personal attacks, abusive, or obscene;
 - Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;



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- Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.

The following abbreviated version of these guidelines will be stated in each monthly board agenda:

Appropriate comments from the public will be welcome at the beginning of this meeting, on any subject germane to the Library District.

Appropriate comments from the public will be welcome at the end of this meeting, exclusively regarding items discussed during this meeting.

Comments will be strictly limited to 3 minutes during each period and subject to additional limitations set forth in the Public Comment Policy.

A complete version of the Public Comment Policy is available upon request.