



**RULES FOR PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD OF  
LIBRARY TRUSTEES OF THE  
ST. CHARLES PUBLIC LIBRARY DISTRICT**

Any person may address the Library Board in accordance with the following rules:\*

1. An individual may address the Library Board only during “Communications and Citizens’ Comments - On Agenda Items” portion of the Agenda and during “Communications and Citizens’ Comments – On Non-Agenda Items” portions of the Agenda.
2. Citizen comments during “Communications and Citizens’ Comments - On Agenda Items” portion of the Agenda shall be received prior to any Board action on Agenda items.
3. Citizen comments during “Communications and Citizens’ Comments – On Non-Agenda Items” portion of the Agenda shall be received prior to adjournment.
4. Comments made during the “Communications and Citizens’ Comments – On Agenda Items” portion of the Agenda shall be limited to Agenda items and shall be limited to 3 minutes per speaker and a total time of 15 minutes per topic.
5. Comments made during the “Communications and Citizens’ Comments – On Non-Agenda Items” portion of the Agenda shall be limited to 3 minutes per speaker and a total time of 30 minutes.
6. Speakers shall conduct themselves with respect and civility toward others.
7. The Board President may suspend comments that are irrelevant, repetitious, or disruptive.
8. The Board President has authority to determine procedural matters regarding public participation not otherwise defined in these Rules.
9. Trustees will not answer questions during the time allotted for citizens’ comments. If appropriate, the Board President may refer an item for further study to the Library Director.
10. Citizens may not cede their time to other speakers.
11. To establish the order of speakers, the Board requests that anyone wishing to address the Board sign in immediately prior to the meeting.

Adopted December 14, 2016; Updated 9/14/22

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\* These rules apply to Board meetings, Special Meetings and Committee meetings.