

ELIZABETH TITUS MEMORIAL LIBRARY  
PUBLIC FORUM POLICY

The Elizabeth Titus Memorial Library Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the Illinois Open Meetings Act.

We value the ideas and insights of our citizens and therefore, it is the policy of this board to allow 15 minutes of each meeting for a forum. If you wish to speak to this board during the forum section of our agenda, please complete the form on the bottom of this paper and hand it to one of the board members before the meeting. **Only persons who have completed the form and given it to a board member prior to the convening of the meeting will be allowed to speak.**

When the board reaches the "forum" section of the agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine the amount of time allocated to each person. The board president will then call on those people one at a time to stand and address the board for no more than the allocated time.

**You should not expect the board to respond at this meeting to your questions or requests for information or requests for action.** The board will note your request and respond at a later appropriate time after board members have an opportunity to consider and deliberate about the request.

At other times during this meeting as the board deliberates, board members may wish to ask for information from persons in the audience, but please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from citizens outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

You have the right to audio and/or video record the meeting. Should you decide to record the meeting you must adhere to the following stipulations:

- You must arrive at least 10 minutes in advance of the meeting to set-up.
- You must furnish all necessary equipment.
- You must maintain a distance of at least 4ft. from the Board members.
- You may not wander around the room.
- You may not interrupt the meeting.
- All public members have the right to request that all recording devices be turned off during their presentation.

Thanks for helping us conduct an open and orderly meeting.

**Request to speak to the Elizabeth Titus Memorial Library Board during the forum**

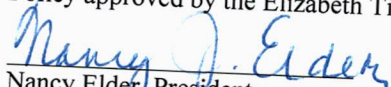
This form must be completed and handed to a board member before the meeting if you wish to speak to the Elizabeth Titus Memorial Library Board during the "forum" section of the meeting agenda. The forum will be conducted according to the format explained above.

Your name: \_\_\_\_\_

Group/organization you represent, if any: \_\_\_\_\_

Subject about which you will speak: \_\_\_\_\_

Policy approved by the Elizabeth Titus Memorial Library Board of Trustees on April 25, 2017.

  
Nancy Elder, President

  
Kathy Wood, Secretary