



## **Temporary Rules for the Conduct of the Library Board of Trustees Meetings and Public Participation**

For the duration of the COVID-19 pandemic, such that meetings of the Library Board of Trustees are held in an electronic format, the following rules shall temporarily apply for public participation:

1. Members of the public may submit their comments in advance of and during the meeting to the following email address: [comments@champaign.org](mailto:comments@champaign.org). Comments should include the name of the commenter and the commenter's city of residence.
2. Comments received prior to 5:30 p.m. on April 21, 2021 will not be read aloud during the meeting but will be treated as regular correspondence to the Board.
3. Comments received between 5:30 p.m. and adjournment of the period of the meeting reserved for general public participation will be read aloud during the meeting. Comments will be read aloud in the order in which they are received, after the topic to which the comment relates or during the time normally reserved for general public participation. Comments will be limited to 2,700 characters (approximately 450 words) per individual for each period of comment, and each period of comment will be limited to thirty (30) minutes.
4. All comments received both before and during the meeting will be assembled and transmitted to Board members as soon as practicably possible following the adjournment of the meeting. A report of all comments received will be collated, and the Board will include such comments in the official meeting minutes. All comments, including those unable to be read due to time limits, will be published online as soon as practicably possible following the approval of the meeting minutes, or within sixty (60) days, whichever is sooner.