

# Hinsdale Public Library

## Public Comment Policy

### **Purpose**

Pursuant to the Open Meetings Act (5 ILCS 120/2.06 (g)), the Hinsdale Public Library Board of Trustees hereby establishes the following policy to govern public comment during regular and special board meetings.

### **Policy**

Any person shall be permitted an opportunity to address the Board under the following guidelines:

### **Guidelines**

- Public comments are permitted during the Public Comments segments of regular and special Board meetings as noted on the agendas of such meetings.
- Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device will not be permitted except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the Library in advance, if possible, to allow the Library to try to arrange reasonable accommodations.
- At the beginning of the Public Comments segments of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- The Board President or designee may grant a request to address the Board during other portions of the meeting.
- The Board President or designee has discretion to determine the length of time and the number of times a speaker may speak.
- Members of the public will not be allowed to speak a second time until the Board has heard from all members of the audience who wish to speak.
- Each speaker is invited—but not required—to state whether he or she is a Hinsdale resident.
- Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work.
- The Board President retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the Board.
- Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language or gestures. Any speaker who is rude or disruptive, or who poses a threat to public safety, will be removed from the meeting and the Library.
- An immediate response from the Board is not required.

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- Minutes of public meetings are a *summary* of discussion on all matters proposed, deliberated or decided by the Board, thus, public comments and written materials submitted by the public may not be reflected in the minutes.
- Any person shall be permitted to address the Board of Library Trustees or any member of it at any time via mail or email at the trustee's Library email address.

### **Policy Review and Revision**

This document will be reviewed by the Board at least biennially.

Hinsdale Public Library Board of Trustees

Approved and Adopted by Library Board on March 17, 2011.

Reviewed 04/23/13, 04/28/15.