

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 needing to address the Board via phone or other means of contemporaneous interactive communication should make arrangements with the Library's Executive Director at least 24 hours in advance.
- At the beginning of the Public Comments segments of the meeting, the Board President or presiding officer will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- The Board President or presiding officer may grant a request to address the Board during other portions of the meeting.
- The Board President or presiding officer 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.
- Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit, at their discretion, further comment at the meeting by a speaker whose remarks violate this

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- rule. Any speaker 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.
 - 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 or 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.

The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

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, 08/22/17, 08/20/19.