

# Clarendon Hills Public Library

## Public Comment Policy

In order to give the public an opportunity to present their comments to the Board of Library Trustees, the agenda of all open meetings of the Board will include an opportunity for public comment.

The public will be given an opportunity to make comments relating to specific items of business on the current meeting agenda or on other areas relating to the business of the Board of Library Trustees. The Board of Library Trustees is not obligated to respond to public comments.

The following rules shall govern speakers who address the Board:

1. Public participation and comment will be permitted only during the "Public Comment" portion of the Agenda.
2. Speakers must identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
3. Speakers shall have a maximum of five minutes to address the Board. A maximum of thirty minutes per regular Board meeting will be allotted to Public Comment.
4. Members of the public will not be allowed to discuss individual personnel issues or confidential patron matters. No public comments shall be heard on behalf of or opposed to a candidate for public office, nor on any matter that may be subject to discussion by the Board of Library Trustees in closed/executive session in accordance with the Open Meetings Act.
5. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will be denied as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board will be included in the Board's files, but will not be attached to the meeting minutes.
6. Speakers shall conduct themselves with respect and civility toward others and otherwise abide by Board policy.

The Board President (or person presiding over the meeting) has the authority to terminate the remarks of speakers who fail to adhere to the above rules.

Due to Open Meetings Act restrictions, action may not be taken on items unless they are already on the agenda, but action may be deferred to a later date.

Approved by the Board of Trustees 4/16/2019