

# Hinsdale Public Library Public Comment Policy

## *Policy Purpose*

Pursuant to Public Act 96-1473 effective January 1, 2011, 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.
- 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.
- Each speaker shall provide his or her name and address and his or her group affiliation, if any.
- 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.
- An immediate response from the Board is not required.
- Minutes are a summary of the Board's discussions and actions. Speaker requests to append written statements or correspondence to the minutes are not encouraged. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.

## *Policy Review and Revision*

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