



CMM1: Public Comment Policy

The [Illinois Open Meetings Act](#) provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body”—5 ILCS 120/2.06(g). In compliance with the act, the Lake Bluff Public Library Board of Trustees has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

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 Library Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.

Public comments may be provided in one of the following ways:

- In person at a Board meeting;
- As an email to the Library Executive Director and to the Library Board President sent by 4:30 pm on the date of the meeting; or
- As a submission through writing sent by 4:30 pm on the date of the meeting.

Guidelines

- Public comments are permitted during the time designated on the Library Board Agenda unless otherwise directed by the Library Board President.
- The public comment section will not exceed 30 minutes, except with the consent of the Board of Trustees.
- Speakers will sign in prior to the start of the meeting. The Library Board President determines the order in which speakers will be recognized.
- When recognized by the Library Board President, the speaker may begin by stating their name. The Board may request but will not require a speaker to provide their address.
- Public comments will ordinarily be limited to five (5) minutes. The speaker’s comments will be timed. The Library Board President shall have the discretion to modify this time limit, as well as to limit repetitive comments.
- No person may assign their time to another person.
- Members of the public shall not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so.
- The speaker’s name and a summary of their comment will be included in the Board Meeting Minutes as official public record.



Lake Bluff Public Library Meeting Room Policy

- Board members are not obligated to respond to comments from the public. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by the administration will be noted.

A copy of this policy will be printed and posted next to the sign-in sheet made available to members of the public at the entrance to Board meetings. This policy will also be posted on the Library's website.

*Approved by the Lake Bluff Library Board of Trustees on **DATE.***