

Public Comment at the Board of Library Trustees and Board Committee Meetings

Revision Control

- Originally Approved by LPLD Board March 17, 2011
- Reviewed by LPLD Board March 20, 2014 - no changes
- Amended by LPLD Board November 22, 2021
- Amended by LPLD Board June 26, 2023

Pursuant to the Open Meetings Act, members of the public are allowed to present their views during the Public Comment section of any regular, special, or committee board meeting while permitting the Lincolnwood Public Library Board of Trustees ("Board") to conduct meetings in an efficient and effective manner. The Board has adopted these public comment rules in order to maintain the orderly and efficient conduct of meetings and ensure fairness to those who wish to address the Board. Requests for reconsideration of library materials will be heard at separate library hearings. Instructions on how to request a hearing are found in the [Collection Strategy Policy](#) under *Reconsideration of Library Materials*.

Public Comment Rules

1. 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, to allow the library to try to arrange reasonable accommodations.
2. Speakers shall sign in prior to the start of the meeting and the Board President or designee will recognize speakers in the order they signed in. Each speaker may, if they choose, provide their address.
3. A person may speak for up to two (2) minutes and no longer.
4. No person will be allowed to speak more than once.
5. The total time allotted for public comment will be 30 minutes, unless determined otherwise by the Board President. In the event that more than 15 persons have signed in for public comment, the Board President will have the option (but not the obligation) to reduce the 2-minute per-person time period and allocate time proportionally among the speakers to ensure the total time for public comment does not exceed 30 minutes.
6. No person may assign their allotted time, or any portion of their allotted time, to any other person.
7. Any person who is not allowed to make remarks during public comment has the right to submit written comments by sending them to the Library Director.
8. During any public comment period, Board Members may ask questions of the speaker while they are speaking, if recognized by the Board President. However, the Board is not required to answer questions from a speaker during any public comment period or provide any response to a speaker's comments.
9. All comments must be directed to the Board and not to any other persons, including, but not limited to, other members of the public present at the meeting.

Lincolnwood Public Library District
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10. Meeting minutes are a generalized summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have their statements, correspondence, or other documents included with or appended to the minutes will be rejected.
11. The Board President has the authority to determine procedural matters regarding public participation not otherwise defined in this policy and not inconsistent with this policy.
12. The Board President will have the right to interrupt a speaker in order to enforce these Rules.
13. All comments must be civil in nature. Any person who engages in threatening, slanderous, or disorderly behavior when addressing the board, or who speaks out of turn or otherwise disrupts the meeting, shall be deemed out-of-order by the Board President. Repeated or serious occurrences of disorderly conduct shall be grounds for the Board President to cause the violator to be removed from the meeting.