

HIGHLAND PARK PUBLIC LIBRARY

Policy 103

Public Comments Policy

Purpose: To advise the Library staff and to inform the public of the principles that guide the opportunity for public comments at meetings of the Library Board and its committees.

1. Introduction

The Highland Park Public Library is interested in hearing from the public and provides the opportunity for the public to speak on any library-related issue during the Public Comments section of the agendas of the Library Board meetings and any committee meeting.

2. Highland Park Public Library Policy

Any person shall be permitted an opportunity to speak during the Public Comments segment of the meeting, subject to the guidelines listed in Section 3 of this Policy and the Library's Behavior Policy.

3. Guidelines

3.1 Public comments are permitted during the Public Comments segments of all Board and committee meetings.

3.2 Persons wishing to make oral comments must attend the meeting in-person or, where a virtual meeting option is provided, log into the virtual meeting. Persons wishing to make written comments must submit the comments to the Library, Attention: Administrative Office. Written comments must be received no later than one hour before the meeting is scheduled to begin.

3.3 Speakers will be limited to five minutes for their comments.

3.4 Chair's responsibilities

3.4.1 Rule on appropriateness of speaker's remarks.

3.4.2 Prohibit issues not on the agenda or not germane to the duties of the Board or committee.

3.4.3 Waive the five-minute time limit for a speaker.

3.4.4 Limit the number of speakers when necessary to complete the meeting agenda in a reasonable amount of time.

3.5 Board and committee members' participation

3.5.1 They can ask the speaker questions for clarification.

3.5.2 They should not engage in discussion with the speaker.

3.5.3 They should not directly respond to the speaker.

3.6 The Board (or committee) minutes shall contain a summary of each speaker's comments and, for any written comments, either a copy of the contents in their entirety or a synopsis thereof.

Adopted September 8, 2015

Approved with no revisions September 12, 2017

Approved August 10, 2021

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