



PUBLIC COMMENT POLICY (#112)

The meetings of the Board of Trustees (Board) of the Warrenville Public Library District (Library) are open to members of the public. The Open Meetings Act provides that 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 order for the Board to fulfill its obligation to complete the scheduled meeting agenda in an effective and efficient fashion, a maximum of 30 minutes of public comment will be permitted at each meeting when the public is present.

The following rules shall govern speakers who address the Board:

1. Speakers wishing to speak must be present at the meeting.
2. Public participation and comment will be permitted during the designated "Public Comment" portion of the Agenda.
3. The time allowed for each person to speak will be three (3) minutes. Speakers are asked to strictly adhere to time allocated and to be brief and to the point. Speakers cannot transfer their time allocation to another attendee.
4. Members of the public wishing to speak are urged but not required to sign in prior to the commencement of the Board Meeting and provide their name, address and topic on which they wish to speak. If applicable, the individual will provide the organization or association with which they are affiliated.
5. The Board President will ask if anyone wishes to address the Board and will determine the order in which the speakers are recognized. In order to promote effective and efficient "Public Comment," preference will be given to speakers who sign in.
6. Speakers are urged to identify themselves, their residence address, topic(s) and group affiliation, if any, before speaking.
7. Speakers may provide written copies of their concern to the Board. Requests to append written statements or correspondence to the meeting minutes will not be honored as meeting minutes are a summary of the Board's discussion and actions. Written materials presented to the Board may be included in the Board's files, but will not be attached to or included in the meeting minutes.
8. Groups are asked to designate a single spokesperson.

9. Any individual may record statements made during the Public Comment period, however, recordings should be conducted in such a manner so as not to interfere with the business of the Board. In no event shall recordings or recording equipment obstruct attendees' views, violate fire code, or contain obscene language or abbreviations or symbols denoting obscene language or conduct.
10. Board members will generally not respond to comments from speakers, however, on occasion, the Board President may respond as appropriate and ask questions for clarification or direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.
11. Individuals addressing the Board must at all times adhere to the library policies and other rules as may be necessary for the efficient and orderly conduct of the meeting.
12. Members of the public shall not discuss individual personnel issues or confidential patron matters, and the speakers' concerns or comments should be limited to library business. Comments on the performance of specific library employees must be addressed to the Executive Director separate from the Board meeting. When needed, discussion with the Board about an employee will be held in closed Executive Session.
13. All public comment shall be addressed to the Board as a whole and no comments shall be addressed to individual members of the Board, Library staff or other members of the public.
14. Abusive, profane, frivolous, harassing and/or repetitive comments and/or personal attacks will not be permitted. If any member of the public indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Board and the meeting, the speaker will forfeit the opportunity to speak at future meeting.
15. Failure to adhere to the above rules or other Library policies may result in removal of the speaker from Library property.
16. The Board President shall decide all questions of order.
17. If the time allocated for public comment has elapsed, any remaining speakers will retain their place and have the opportunity to speak first at the next Board meeting, if they want to do so.
18. The Board President shall have the authority to determine further procedures regarding public participation not otherwise defined in Board policy.

Approved: 4/15/2026