

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 at the Public Comments section of the agendas of the Library Board meeting 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.

3. Guidelines

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

3.2 Persons wishing to speak must be present at the meeting, Patrons may submit their comments in writing to the Library, Attention: Administrative Office. Comments must be received an hour before the meeting begins.

3.3 Speakers must fill out a Public Comment sign-in sheet with their name.

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

3.5 Chair's responsibilities

3.5.1 Rule on appropriateness of speaker's remarks.

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

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

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

3.6 Board and committee members' participation

3.6.1 They can ask the speaker questions for clarification.

3.6.2 They cannot engage in discussion with the speaker.

3.6.3 They cannot directly respond to the speaker.

3.7 The Board (or committee) minutes shall contain a summary of each speaker's comments.

Adopted September 8, 2015

Approved with no revisions September 12, 2017

Approved August 10, 2021