



# OPERATING POLICY

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## PUBLIC COMMENT

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Pursuant to the Open Meetings Act (5 ILCS 120/2.06 (g)), the La Grange Public Library Board of Trustees hereby establishes the following policy to ensure that members of the public are allowed to present their views during the Public Comment section of any regular, special or committee meeting while permitting the La Grange Public Library Board of Trustees to conduct meetings in an efficient and effective manner.

The guidelines established by the La Grange Public Library governing Public Comment are as follows:

- 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 twenty-four hours in advance, if possible, to allow the Library to try to arrange reasonable accommodations.
- 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.
- The La Grange Public Library shall allow three (3) minutes per speaker for public comment; speakers may be allowed longer at the discretion of the Board President, which may be overridden by a majority of the Board. A maximum of thirty (30) minutes shall be allowed for public comment at each meeting. By majority vote of the Board, the Board may also allow additional time for public comment.
- Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work.
- Each speaker must maintain civility and adhere to the Library's behavior policy. The Board President may cut off or stop a speaker whose comments are irrelevant, repetitious or disruptive. No abusive language, unruly conduct or personal attack commentary shall be tolerated or allowed.

Any person may be permitted to address the Board of Trustees at any time via mail at Board of Trustees, 10 W. Cossitt Ave, La Grange, IL 60525 or email at the trustee's Library email address.

### RELATED POLICIES

- [Behavior Policy](#)
- [Governance Policy](#)