

**POLICY 907**  
**PUBLIC COMMENT POLICY**

It is the policy of the Board of Trustees of the Lisle Library District that input from the public is encouraged. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meetings in an efficient and effective manner.

The Board will provide for public comment at each of its regular meetings during the "Opportunity for Visitors to Speak" portion of the agenda.

The presiding officer, normally the Board President, will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.

The presiding officer may grant a request to address the Board during other portions of the meeting and has authority to end the comment period.

The presiding officer has discretion to determine the length of time and the number of times a speaker may speak.

If more than one member of the public from a particular group is present, the group **may** select one representative of the group to present the group's view. Persons wishing to comment must be in attendance at the meeting and shall:

- a) Be asked, but not required, to provide his/her name and address and group affiliation (if any).
- b) Direct all comments to the presiding officer, for the benefit of the public officials.
- c) Display proper decorum and conduct at all times.
  - i. There is an absolute prohibition on personal attacks on Board members or others. In addition, comments considered profane, frivolous, harassing, and repetitive or are not appropriate for public forums will not be allowed.
  - ii. The presiding officer has the right to exclude such comments at his/her discretion, prohibit further comment for any speaker who violates the rules, and, if necessary, call for the removal of any person for violation of the Library Code of Conduct or refusal to obey reasonable orders from the meeting.
- d) Keep comments brief and to the point.
- e) Be allowed a maximum of five (5) minutes unless additional time is granted by the presiding officer.

f) Not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.

An immediate response from the Board is not required.

Minutes are a summary of the Board's discussions and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.

The Board reserves the right to waive this policy and these procedures when necessary to conduct meetings efficiently and effectively.

Adopted 4/13/11  
Revised 1/14/2015