Public Comment Policy

I. Purpose

A. The Board provides for citizens to be heard at its meetings by designating a place on the agenda for public comments.

B. A person addressing the Board shall limit comments to items included on the agenda, of interest to, and within the jurisdiction of the Board of Library Trustees.

C. In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees.

II. Guidelines for Speaking

A. The Board President or meeting chairperson is responsible for ensuring the orderly conduct of Board meetings.

B. Individuals wishing to be heard by the Board will be recognized by the Board President or meeting chairperson during the Public Comment portion of the Board meeting agenda.

C. All individuals shall clearly identify themselves, providing their name and any affiliation with a group (if any) they are representing; providing a current residential address is optional. After identifying themselves, speakers may make brief comments. Speakers are requested to sign in indicating their interest in speaking.

D. An immediate response from the Board regarding any comment is not required. The Board President or meeting chairperson is the official Board spokesperson.

E. The Board President or meeting chairperson may set a time limit on the length of public comment and/or a time limit for individual speakers. Generally, an individual will be limited to a maximum of five (5) minutes. Generally, the length of public comment will be thirty (30) minutes for the duration of the meeting.

F. The Board President or meeting chairperson will stop any public comment that is contrary to these guidelines.

G. Individuals who disrupt a Board meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.

H. Meeting minutes are a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.

Revision History
03/20/2025, 05/19/2022, 02/18/2021, 04/01/2016, 11/01/2014, 03/01/2014, 04/21/2011