

HENDERSON COUNTY PUBLIC LIBRARY DISTRICT

PUBLIC COMMENT POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “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 compliance with the act, the Henderson County Public Library Board of Trustees has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

Visitors are always welcome to speak at Board meetings, however, they are also reminded that they may address their concerns/issues with the library director at any time. Written comments may be left for the library director at the main circulation desk.

Each regular or special board meeting agenda includes time for public comments. The following policy guidelines apply to those who wish to speak:

- Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Library Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.
- All visitors are required to sign in prior to the call to order.
- The Library Board President determines the order in which speakers will be recognized.
- Public comments will ordinarily be limited to three (3) minutes. The Library Board President shall have the discretion to modify this time limit, as well as to limit repetitive comments. The Board has the right and responsibility to maintain its agenda.
- In compliance with the Open Meetings Act, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board.
- The meeting agenda will be given to the citizens present. Other documents can be requested through the Freedom of Information Act after the meeting. Request forms are available at the circulation desk or on the library’s webpage. Open meeting minutes will be available on the website within one week from the date of their approval.

Library Board approved: 9.11.23