

## Policy for Public Comment

The Blue Island Public Library welcomes public comment at its meetings, all of which comply with the Illinois Open Meetings Act. It is the policy of the Board of Trustees 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 effective and efficient manner.

- Each agenda includes time at each meeting for public comment. A maximum of 30 minutes is allowed for public comment, with a maximum of 5 minutes per speaker wishing to address the Board.
- If more than 6 speakers wish to speak during the public comment portion, the 30 minutes will be divided among the total number of speakers, reducing each speaker's time allotment.
- The Board President, or individual running the meeting, will call on each speaker. The Secretary will monitor the allotted time.
- Individuals wishing to address the Board must be physically present during the public comment portion of the meeting. Electronic or other means of participating is not allowed during public comment.
- All visitors and speakers must sign in by completing the sign in form.
- Speakers may provide documents to the Board.
- The Board may or may not be able to immediately respond to all questions, requests for information, or requests for action. The request(s) will be noted and the Board will respond after it has had the opportunity to investigate.
- All Blue Island Public Library behavior guidelines are applicable to speakers during public comment. Therefore, harassing, profane, attacking comments and/or behavior will not be tolerated. In the event the Board deems the conduct of the public speaker to be inappropriate, the public comment session can be called to an end by the President, or the individual running the meeting.

The Board of Trustees appreciates all who participate in open and orderly meetings.

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Blue Island Public Library Director at (708) 388-1078 at least 24 hours in advance of the meeting date.



# Blue Island Public Library

---

Phone: (708) 388-1078 ♦ 2433 York Street, Blue Island, IL. 60406 ♦ Fax: (708) 388-1143

## Blue Island Public Library Board Meeting Sign in Form

Board Meeting Date:

Name of individual attending meeting:

Address of individual attending meeting (Optional):

Preferred method of contact (e-mail or US Mail) (optional):

Contact information (Optional):

Desire to speak during public comment:                      yes              no

Issue to address during public comment: