

PUBLIC COMMENT POLICY

Public comments are permitted during the “Public Comment” portion of the meeting.

The Library Board will allow twenty (20) minutes for public comments/questions per meeting. Ordinarily, each person is allowed a maximum of three (3) minutes to speak.

The President may adjust the amount of time each speaker is allowed.

At the start of the Public Comments portion of the agenda, the Library Board President will ask if anyone wishes to address the Library Board and will determine the order in which speakers will be recognized. When the number of requests to speak at a meeting exceeds the time available, requests will be approved based on the date and time the request to speak was received by the Library Board or Library Director and whether the matter relates to a specific item on the meeting’s agenda.

The following information is requested from each speaker:

Name
Group Affiliation (if applicable)

Comments should be brief and to the point. The speaker must display proper decorum and follow the Patron Conduct Policy at all times. Members of the public will not be allowed to speak a second time until all members of the audience who wish to speak have been allowed to speak.

The Library Board President may grant a request to address the Board during other portions of the meeting. Speakers will adhere to the procedures set forth above.

A response from the Library Board is not required.

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



100 LIBRARY LANE
GRAYSLAKE, IL 60030
847.223.5313
grayslake.info

Adopted April 12, 2011; Reviewed July 10, 2012; Revised September 8, 2015; Reviewed May 9, 2017; Revised March 10, 2020

CONNECTING COMMUNITY. ENRICHING LIVES. INSPIRING IDEAS.