



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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[westmontlibrary.org](http://westmontlibrary.org)

Providing the community keys to lifelong learning

### **Public Comment Policy**

The Westmont Public Library Board of Trustees encourages input from the public at board meetings. Board members also encourage patrons to submit comments and questions to library trustees through the Board President at any time throughout the year via the Board President's email as listed on the library website, or by letter.

### **Purpose**

The purpose of the Public Comment Policy is to ensure that interested members of the public are allowed to present their views while permitting the Westmont Public Library Board of Trustees to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular, special, and committee meetings.

### **Guidelines and Procedure**

- All agendas shall include Open Forum when members of the public shall be invited to address the board. Public comments shall only be allowed during Open Forum. However, when deemed to be appropriate, the board president or presiding officer may also grant a request to address the board during other portions of the meeting.
- During Open Forum, the board president or the presiding officer shall ask if anyone wishes to address the board and shall determine the order in which speakers shall be recognized. Westmont residents and non-residents shall be given the opportunity to make public comments.
- Every speaker shall provide his/her name, and affiliation, if any.
- Every speaker is allowed five minutes to address the board with additional allowance at the discretion of the board president or presiding officer. Members of the public shall not be allowed to speak a second time until all members of the audience who wish to speak have had the opportunity to do so.
- Speakers shall display proper decorum at all times. The board president or presiding officer may prohibit further comment if proper decorum is not displayed.
- Board response to public comments is not required.

The Westmont Public Library Board of Trustees reserves the right to waive the Public Comment Policy in order to conduct an efficient and effective meeting.