



WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559
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westmontlibrary.org

Providing the community with the 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 in accordance with the Illinois Open Meetings Act (5 ILCS 120/).

Guidelines and Procedures

- All agendas shall include Open Forum when members of the public shall be invited to address the Board. Public comments not related to items on the agenda 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. Comments related to items on the agenda will be allowed during discussion of such items and limited to five minutes per speaker.
- 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.
- Every speaker shall provide their name, and affiliation, if any. Each speaker is invited, but not required, to state whether they are a Westmont resident.
- Every speaker is allowed five minutes to address the Board with additional allowance at the discretion of the Board President or presiding officer. A speaker cannot give their allotted minutes to another person.
- Statements are to be directed to the Library Board as a whole and not to an individual Trustees, staff member, or audience member.
- Discussion between speakers and members of the audience is not allowed.
- Speakers shall display proper decorum at all times. Profanity, abusive language, threatening language, and other violations of proper public decorum are not permitted. Any speaker who engages in a prohibited manner shall be called to order by the Board President or presiding officer. Any person who violates these rules or who otherwise disrupts the order and decorum of the meeting may be removed from the meeting.
- Board response to public comments is not required.
- Open Forum is limited to one hour at regular Board meetings and fifteen minutes at committee and special meetings in order to conduct an efficient and effective meetings.