



# Public Comment Policy

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Those wishing to make a public comment relevant to System business should identify themselves at the beginning of each meeting as attendees at each location are recognized and indicate that they would like to speak during the public comment section of the agenda. They will also be asked to identify themselves when called upon at that point in the agenda. Comments will be limited to 5 minutes or less for a total of 30 minutes per meeting. If more than six people wish to speak, the 30 minutes allowed will be divided equally among all the speakers. The secretary will monitor the allotted time. If needed, that time can be extended at the discretion of the board. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the IHLS hub. Public comment will also be accepted through the e-mail listed on the meeting agenda or the form found on the IHLS website. These provisions will also apply to all meetings which include electronic attendance of members conducted under the System's Meetings via Electronic Means policy.

*Approved by the Illinois Heartland Library System Board of Directors November 8, 2023*