



## Policy and Membership Committee

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### *DRAFT PUBLIC COMMENT POLICY*

*The Illinois Heartland Library System Board of Directors shall provide for two separate periods of public comment during a meeting: one at the beginning of the order of business and one at the conclusion.*

*At the beginning of each meeting, as attendees at each location are recognized, those wishing to make a public comment should identify themselves 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. If more than 6 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 building.*

*In compliance with the Open Meetings Act, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board. Illinois Heartland Library Board is not required to respond to remarks made during the public comment section.*

### Points for Discussion

1. The inclusion of two opportunities for public comment has always been an IHLS practice. Is this something the committee would recommend continuing?
2. A sign-in sheet at multiple locations is not efficient when conducting the meeting. Please review the first sentence of the 2<sup>nd</sup> paragraph above and determine if that will suffice.
3. Are all points requested during the November Meeting covered?
  - a. A method of sign up (draft does not include contact information or topic)
  - b. Time limit
  - c. Demeanor
  - d. Response from Board
4. Tina Hubert discussed the issue of comments submitted via phone with Christopher Boggs, an attorney with the Attorney General's Office who presented at Member Day on the Open Meetings Act and Freedom of Information Act. Mr. Boggs advised Tina that there is no reason to provide public comment by phone, especially since IHLS has various in-person sites always available.