



## Illinois Heartland Library System

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MEMO TO: IHLS Executive Committee  
FROM: Leslie M. Bednar  
DATE: March 9, 2020  
RE: Draft Public Comment Policy

### **Background**

The lack of a public comment policy came to the attention of IHLS staff in spring 2019, and it seemed prudent to have such a procedure in place. The matter was thereafter referred to the Policy and Membership Committee.

### **Activity**

In January two committees and the board considered the draft, with some taking action:

- Policy and Membership Committee* provided a draft which was sent to the Executive Committee for consideration.
- Executive Committee* made two slight changes to the original draft. The updated version was recommended to the board for consideration.
- Board* discussed the merits of the proposed policy during its first read. Policy posted to IHLS website and members encouraged to review and add comments.

March action includes:

- Policy and Membership Committee* updates policy based on member and board feedback. The attached draft has changes marked in red.

### **Process**

As with all IHLS policies it is our practice to allow two readings at the board level:

- First reading was January 28.
- We tentatively scheduled the second reading and adoption for the March 24 board meeting.

### **Please Note**

The committee recommends a procedure for monitoring speakers and collecting contact information from any person wishing to make a public comment be developed by IHLS staff and board upon adoption of the policy.

Thank you for your consideration and input.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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DRAFT PUBLIC COMMENT POLICY FOR IHLS BOARD MEETINGS

March, 2020

*The Illinois Heartland Library System Board of Directors allows for public comment during a meeting.*

*Those wishing to make a public comment need to appear at an IHLS hub, and 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 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**.*

*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. The Illinois Heartland Library Board is not required to respond to remarks made during the public comment section.*