

WOODRIDGE PUBLIC LIBRARY POLICY FOR PUBLIC COMMENT AT BOARD MEETINGS

The Woodridge Public Library Board encourages input from the public. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner.

Rules and Procedures

- **Agenda** There is an official agenda for each Board of Trustees meeting that determines the order and content of business conducted at that meeting.
- **Public Comment** The Board will provide an opportunity for public comment at each of its regular meetings by including a public comment agenda item. The Library Board President or the presiding officer will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized. When deemed to be appropriate, the Library Board President or presiding officer may also grant a request to address the Board during other portions of the meeting.
- **Presentation of Comments** Each speaker will provide his/her name, address and group affiliation, if any. The Board President or presiding officer has the discretion to determine the length of time and the number of times a person may speak. Comments should be brief and to the point. Unless additional time is granted by the President or presiding officer, each person will have three minutes to speak. Members of the public will 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 are expected to display proper decorum at all times. Those who fail to do so may be prohibited from making further comments or removed from the meeting for misconduct.
- **Petitions or Written Correspondence** Any petitions or written correspondence to the Board shall be presented to them at the next regularly scheduled Board meeting.

Board Response

- **Action** As a general rule, the Board will not respond to public comments at the time they are made. The Board may comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.
- **Exceptions** The Library Board reserves the right to waive this policy and these procedures when necessary to conduct Board meetings effectively.

Minutes

- **Comments** Board minutes for the meeting will reflect names of any speakers and the substance of any comments.
- **Attachments to the minutes** *Minutes* are the official records of the Board's discussion and actions. Speaker requests to append written statements to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather than in the minutes.

Approved by the Woodridge Public Library Board of Trustees, February 16, 2011