



PUBLIC COMMENT POLICY

Pursuant to the Open Meetings Act (5 ILCS 120/2.06 (g)) the Lemont Public Library District Board of Trustees (The Board) hereby establishes the following policy to ensure that members of the public are allowed to present their views during the Public Comment section of any regular, special, or committee meeting while permitting The Board to conduct meetings in an efficient and effective manner.

The guidelines established by the Lemont Public Library District governing Public Comment are as follows:

- Any person may be permitted to address the Board of Trustees at any time, via mail at Lemont Public Library District Board of Trustees, 50 E. Wend St., Lemont, IL 60439 or by email at any Trustee's Library email address.
- Persons wishing to speak should be present when an in-person meeting is being held. Public comment using a telecommunications device will be permitted when necessary and will be facilitated by the Library. Individuals who cannot attend in person due to disability or who require disability-related accommodation are requested to contact the Library twenty-four hours in advance, to allow the Library to arrange reasonable accommodation.
- Members of the public wishing to address the Board are requested to sign in on the sign-up sheet, providing a name and topic on which they wish to speak. The Board President or designee will recognize speakers in the order that they have signed in.
- Public comments must pertain to an item on the agenda or to an issue that is relevant to the work of the Library Board of Trustees and may be included in the meeting minutes.
- No person may assign their time to any other person.
- The Lemont Public Library District shall allow three (3) minutes per speaker for public comment; speakers may be allowed longer at the discretion of the Board President and may be overridden by a majority of the Board.
- A maximum of thirty (30) minutes shall be allowed for all public comment at each meeting. By majority vote of the Board, the Board may also allow additional time for public comment. If all public comments exceed 30 minutes, the Board shall consider convening a special meeting.
- Public comments shall be addressed to the Board as a whole and a response from the Board of Trustees is not required.
- Individuals addressing the Board must maintain civility and shall at all times adhere to all District policies including the Library's Code of Conduct and other rules as may be necessary for the efficient and orderly conduct of the meeting.
- The Board President may stop a speaker whose comments are irrelevant, repetitious, or disruptive. No abusive language, unruly conduct or personal attack commentary shall be tolerated or allowed.
- The Board vests in the Board President or presiding officer, the authority to
 - terminate the remarks of speakers who fail to adhere to the above rules. Failure to adhere to the above rules or other Library policies may result in the removal of the speaker from Library property.
 - determine reasonable procedures regarding public participation not otherwise defined in Board policy.

Approved by the Lemont Public Library District Board of Trustees: April 8, 2025