



## **Public Comment Policy**

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The meetings of the Naperville Public Library Board of Trustees are open to members of the public. Pursuant to the Open Meetings Act (5 ILCS 120/2.06 (g)), this policy establishes the rules for public comment during meetings of the Naperville Public Library Board of Trustees.

Members of the public have a right to speak at all regular and special open meetings of the Naperville Public Library Board of Trustees.

### **Public Comment Procedure**

1. Members of the public wishing to address the Board must sign in on the sign-up sheet, providing a full name.
2. Members of the public wishing to address a topic that is not on the Board agenda should sign-up to address the Board during "Public Comment".
3. Those wishing to address an item on the Board agenda should indicate on the sign-up sheet the agenda item to which they wish to speak. They may address the Board when the item is up on the agenda, prior to the Board's consideration of the item.
4. Comments by members of the public are limited to five minutes, unless additional time is granted by the Board President.
5. The Board requests that any group appoint one speaker to present the views of the entire group.
6. Speakers are expected to identify themselves by their full name.
7. Public comments must pertain to an item on the agenda or to an issue that is relevant to the Board's work. The President of the Board of Trustees retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the Board.
8. Board members may ask questions for their own clarification but will not provide direct responses to the speakers nor engage in discussion on the particular topic at that time.
9. Minutes are a summary of the Board's discussions and actions, therefore public comments and written materials submitted by the public may not be reflected in the minutes.