



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Public Comments Policy

The Public Comment Policy provides guidelines for members of the public to present their views during the Public Comment section of Board meetings while also permitting the Winnetka-Northfield Public Library District Board of Trustees ("The Board") to conduct meetings in an efficient and effective manner.

GUIDELINES

- 1) Public comments are permitted during the Public Comment portion of the meeting only.
- 2) Speakers may share their comments in person or virtually.
- 3) Speakers should sign in prior to the start of the meeting. Groups that wish to speak are asked to designate a single spokesperson and have them sign in prior to the start of the meeting.
- 4) Speakers may speak one time per meeting for up to three (3) minutes and may not assign their time to anyone else.
- 5) Speakers are governed by all other District policies during their comments including the Patron Conduct Policy. Repetitive comments and/or personal attacks on any Trustee or staff member are not permitted and may result in the speaker's time being terminated by the Board President or presiding officer.
- 6) The Public Comment section of the meeting will be limited to 15 minutes. This time frame can be extended either to accommodate an additional 15 minutes of public comment or an additional 15-minute period of public comment at the end of the meeting by a majority vote of the Board.
- 7) The Board President or presiding officer will determine the order in which the speakers are recognized with preference being given to speakers who are attending in person.
- 8) Though Trustees will generally not respond to comments, the Board President or presiding officer may choose to ask clarifying questions or respond to comments when needed to ensure the accuracy of the public record. This act does not extend the speaker's comment period nor invite further discussion on the topic.
- 9) Requests to read written comments or incorporate them into the meeting minutes will not be honored as meeting minutes serve only as a summary of the Board's discussion topics and actions.
- 10) Members of the public may contact the Board of Trustees at any time via mail (768 Oak Street, Winnetka, IL 60093) or email (trustees@wnpld.org).