



## Illinois Heartland Library System

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MEMO TO: IHLS Board  
FROM: Leslie M. Bednar  
DATE: April 24, 2020  
RE: Draft Public Comment Policy (Second Reading)

### 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.

--***Following the March Policy and Membership Committee updates, the policy is presented to Board for adoption at April 28 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

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March 20, 2020

The Policy & Membership committee reviewed the online comments made during the process of policy review during their March 2<sup>nd</sup> 2020 meeting. It was decided to make two small changes for the sake of clarity.

*Those wishing to make a public comment need to appear at an Illinois Heartland Library System (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**.*