



PUBLIC COMMENT POLICY

The Glencoe Public Library Board of Trustees (Board) welcomes public comment and will hear from interested individuals pursuant to the guidelines outlined in this policy. Members of the public who do not attend library board meetings in person are welcome to submit comments to the Glencoe Public Library (Library) by other means, including mail or email.

- Public comments are permitted during the Public Comments portion of the meeting agenda.
- The President may grant a request to address the Board during other portions of the meeting.
- The President will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker shall provide his or her name and his or her group affiliation if any.
- Comments should be brief and to the point.
- An immediate response from the Board is not required.
- The President has discretion to determine the length of time and the number of times a speaker may speak.
- Unless additional time is granted by the President, each person is allowed a maximum of three (3) 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 been allowed to speak.
- Minutes are a summary of the Board's discussions and actions. Speaker requests to append written statements or correspondence to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's file rather than in the minutes.

Adopted	Jan 19, 2011
Reviewed	November 20, 2018; September 14, 2021
Revised	Oct 21, 2015