



PUBLIC COMMENT AT BOARD MEETINGS POLICY

The Illinois Open Meetings Act provides in Section 2.06 that at meetings of public bodies, “any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.” 5 ILCS 120/2.06(g). In compliance with the Act, the Board of Trustees of the Highwood Library & Community Center has adopted this policy to provide the following rules and guidelines for public participation at its meetings.

1. Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or presiding officer may prohibit further comment at the meeting by a speaker whose remarks violate this rule.
2. Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board President.
3. The Board President determines the order in which speakers will be recognized.
4. When recognized by the Board President, the speaker should begin by stating his or her name. The board may request but will not require a speaker to provide his or her address.
5. Public comments will ordinarily be limited to five (5) minutes. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments.
6. Board members are not obligated to respond to comments from the public. Issues requiring possible action by the board may be added to a future meeting agenda, and issues that can be addressed by the administration will be noted.
7. A copy of these guidelines will be posted on the Library Policies page of the Highwood Library & Community Center website.
8. Petitions or written correspondence directed to the board shall be presented to the board by the Board President or Secretary at the next regularly scheduled board meeting.
9. Minutes are a summary of the board’s discussion 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 files rather than in the minutes.



The Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in these guidelines.

Approved: April 27, 2026