



Public Comment Policy

The meetings of the Naperville Public Library Board of Trustees are open to members of the public, pursuant to the Illinois Open Meetings Act. 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. All viewpoints and opinions are welcome; positive comments and constructive criticism are encouraged.

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.

Providing Comment at a Board Meeting

Members of the public wishing to address the Board must sign in on the sign-up sheet, providing a full name. If a speaker wishes to address a topic that is not on the Board agenda, they should sign up to address the Board during the Public Comment agenda item. Those wishing to address an item on the 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. After a public comment, trustees may ask questions for their own clarification but will generally not provide direct responses to a speaker.

Time Limits

Comments by members of the public are limited to five minutes. The Board President shall have discretion to modify this time limit, as well as to limit repetitive comments. The Board requests that any group appoint one speaker to present the views of the entire group.

Prohibited Conduct

Visitors to meetings of the Naperville Public Library Board of Trustees must adhere to all behavior guidelines in the Library's General Rules of Conduct. Speakers must refrain from harassing or directing threats or personal attacks at the Library Board, staff, other speakers, and members of the public. If a visitor engages in prohibited conduct, the Board President may prohibit further comment at the specific meeting or may ask the visitor to leave the meeting.

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

Revision History

Approved 9/16/15; Approved 12/20/17; Approved 10/21/20