**Schiller Park Public Library Policy for Guests (Public Comment)**

* Public comments are permitted during the “Guests” portion of the Agenda. Fifteen (15) minutes total.
* The Board President may grant a request to address the Board during other portions of the meeting.
* The Board 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 address and his or her group affiliation (if any) on the provided form.
* Comments should be brief and to the point.
* An immediate response from the Board is not required.
* The Board President has the discretion to determine the length of time and the number of times a speaker may speak.
* Unless additional time is granted by the Board President, each person is allowed a maximum of five (5) 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 files rather than in the minutes.
* Display proper decorum and conduct at all times:

1. There is an absolute prohibition on personal attacks on Board members or others, comments considered profane, frivolous, harassing, and repetitive are not appropriate for comment.
2. The President of the Board or presiding officer has the right to exclude such comments at his discretion, prohibit further comment for any speaker who violates the rules, and if necessary, call for removal of any person for misconduct or refusal to obey reasonable orders from the meeting.

Approved January 27, 2011