



Lyons Public Library

Public Comment Policy

The Lyons Public Library Board of Trustees welcomes public comment at regular board meetings, special meetings, and committee meetings. The purpose of this Public Comment Policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner.

Any person shall be permitted an opportunity to address the Lyons Public Library Board under the following guidelines:

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the Board Chairperson.
- At the beginning of the Public Comments segments of the meeting, the Board Chairperson or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be asked to provide his/her name and group affiliation (if any).
- Each speaker will be allowed a maximum of three minutes to address the board; the Board Chairperson or presiding officer will monitor time limits for each speaker.
- Comments shall relate to legitimate Lyons Public Library Board of Trustees business.
- All comments shall be made with civility and courtesy. The Board Chairperson or presiding officer may prohibit further comment if proper decorum is not displayed.
- The board is not required to provide an immediate response or take action on any speaker comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated, or decided by the Board; thus, public comments and written materials submitted by the public may not be reflected in the minutes.

Adopted: April 28, 2022,

Reviewed-December 20, 2022