

## To Speak to the Board During the Meeting

The Winfield Library Board of Trustees welcomes you to this meeting. We conduct our meetings in strict compliance with the Illinois Open Meetings Act. The law requires that our board meetings be open for public observation, but it does not require that the public be allowed to participate.

However, we value the ideas and insights of the members of our community and therefore we set aside a maximum of 15 minutes during each board meeting for a forum. If you wish to speak to the board during the forum section of our agenda, please complete the form on the bottom and hand it to one of the board members before the meeting begins.

**Only those persons who have completed the form and given it to a board member prior to the meeting will be allowed to speak.**

When the board reaches the "Citizens to Speak" section on its agenda, the board president will divide the 15-minute segment by the number of persons who have requested to speak to the board to determine how long each person may speak.

**Please do not expect the board to respond at this meeting to your questions or requests. The board will note your concerns or questions and respond in a manner and at a time that is appropriate and after the board has had time to deliberate.**

At other times during this meeting, board members may wish to ask for information from persons in the audiences, but please refrain from comment unless asked by a member of the board. Members of the Board are always pleased to hear from constituents outside the meeting, but our agenda is usually full and does not allow for continuous open forum.

Thank you for your participation and for helping us to conduct an open and orderly meeting.

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### Request to Speak to the Winfield Public Library Board of Trustees During the Forum

This form must be completed and handed to a board member prior to the beginning of the meeting if you wish to speak to the board during the "Citizens to Speak" section of the agenda.

Your Name \_\_\_\_\_

Group or Organization you represent, if any \_\_\_\_\_

Address \_\_\_\_\_

Subject about which you wish to speak

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