

Public Comment Policy

I. Purpose:

The purpose of this policy is to clarify the procedure for public comments to the board.

II. Provision of Public Comments:

The Board will provide for public comment at each of its regular meetings. The agenda for each regular meeting will include a public comment item toward the end of the meeting. An earlier public comment period may be added to the Agenda during the discussion of the Agenda.

- A. The procedures for public comment will be provided in a written handout that accompanies the printed agenda to any member of the public attending the meeting.
- B. The period for public comment will be announced by the President of the Board or person conducting the meeting.
- C. Individual public comment will be limited to three minutes.
- D. The President of the Board or person conducting the meeting has the authority to end the comment period if persons are unable to follow the public comment procedures as set forth herein.

III. Procedure for Public Comments:

Persons wishing to comment must be in attendance at the meeting and shall:

- A. Speak only when recognized by the President of the Board or person conducting the meeting.
- B. Rise and are requested to state their name prior to any remarks.
 - 1. Direct all remarks to the President of the Board or person conducting the meeting. Remarks may not be directed to any one particular board or staff member.
 - 2. Display proper decorum and conduct at all times.

- C. Speak on items that offer objective criticism or positive comments of the Library's operations. Comments considered profane, frivolous, harassing, and/or repetitive are not appropriate.
 - 1. There is an absolute prohibition on personal attacks or threats on board members, library staff or others.
 - 2. The President of the Board or presiding officer has the right to exclude such comments at his discretion, prohibit further comment from any speaker who violates these policies and, if necessary, call for the removal of any person for misconduct which causes the Board to be unable to conduct business in orderly fashion.
- D. If speaking on behalf of a group, provide documentation for approval by the Board President or person conducting the meeting that their presented views are those of the organization. A resolution or official minutes from the organization are acceptable forms of documentation.

IV. Requesting a response

Persons requesting a response must submit questions in writing.

- A. Since answers to questions come from the board and not individual members all questions need to be submitted in writing. In the letter we need your name, residential address, city, state and zip code, (P.O. Box if appropriate).
- B. E-Mail is acceptable; however it must include name, residential address, city, state, & zip.
- C. The board will respond to each signed request. Responses will be in the form received. A reply will be sent within 8 business days after the next regular board meeting following the meeting at which the comment was received. Written comments are considered received at a meeting if submitted in person at the meeting, received through USPS delivery on the day of the meeting, email by 10am the day of the meeting, or submitted to library staff more than 24 hours before the meeting.

Approved 02/07/2022