



Section 1: Trustee Bylaws

1D | Public Comment Policy

Purpose

In order to facilitate the fair and orderly expression of members of the public on matters of community interest at meetings of the Board of Trustees.

Scope

Time for public comment at all regular meetings of the Board of Trustees will be allotted at the beginning of the agenda to provide for appropriate comments germane to the library district.

Time for public comment at all regular meetings of the Board of Trustees will be allotted at the end of the agenda to provide for appropriate comments or questions regarding items discussed during that regular meeting.

Periodically, this Policy may be adopted for public participation at special meetings of the Board of Trustees, as the presiding officer deems appropriate.

Guidelines

The presiding officer of each meeting of the Board of Trustees at which public participation is permitted shall administer the following guidelines:

- Public participation shall be permitted as indicated on the agenda.
- On a written form to be provided, attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- Participants must be recognized by the presiding officer and will be requested to preface their comments by announcing their name, address, and group affiliation, if and when appropriate.

Adopted: 3/9/11

Latest Revision: 3/19/26

Previous Revisions/Reviews: 1/11/23, 11/10/21, 5/8/19, 2/13/13, 10/16/13

- Comments made by a participant shall be limited to three (3) minutes duration per public comment period.
- Unless otherwise stated, the maximum allotted amount of time per public comment period is thirty (30) minutes.
- All statements/comments shall be directed to the presiding officer.
- No person may address or question Trustees or Library staff individually.
- Staff attending will not respond to comments or questions made during the public participation time unless directed by the presiding officer to clarify a question or correct a factual error.

The presiding officer may:

- Interrupt or terminate a participant's statement when the statement exceeds the time limitation, is personally directed, abusive, obscene, or irrelevant;
- Request any individual leave the meeting when that person does not observe reasonable decorum;
- Request the assistance of law enforcement officer in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

Adopted: 3/9/11

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