

PUBLIC COMMENT AT BOARD MEETINGS POLICY
TFML Policy No. 23

The Thomas Ford Memorial Library Board encourages input from the public. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present those viewpoints while permitting the Board to conduct its meetings in an efficient and effective manner.

23.1 Rules and procedures

23.11 Agenda

There is an official agenda for every Board meeting that determines the order of business conducted at that meeting. The Library Board will not consider or take action on any matter not listed on the agenda. Those wishing to bring a matter to the Board's attention should contact the Library Director at least seven (7) days prior to a Board meeting so that it may be included on the agenda.

23.12 Public Comment

The Board will provide an opportunity for public comment at each of its regular meetings by including a visitors/public comment agenda item. Public comment must be limited to items listed on that meeting's agenda. Comments on items not listed on the meeting's agenda will be heard at the discretion of the Board. The Library Board President or the presiding officer will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized. When deemed to be appropriate, the Library Board President or presiding officer may also grant a request to address the Board during other portions of the meeting.

23.13 Presentation of Comments

Each speaker will provide his or her name and address and his or her group affiliation, if any. The Board President or presiding officer has the discretion to determine the length of time and the number of times a person may speak. Comments should be brief and to the point. Unless additional time is granted by the President or presiding officer, each person will have three (3) 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 had the opportunity to do so. Speakers are expected to display proper decorum at all times. Those who fail to do so may be prohibited from making further comments or removed from the meeting for misconduct.

23.2 Board Response

23.21 Action

An immediate response from the Board is not required. The Library Board may continue, postpone, or adjourn public comment for good cause. The Board may

comment, take action, or not take action with respect to a public comment at a future Board meeting, as it deems appropriate.

23.22 Exceptions

The Library Board reserves the right to waive this policy and these procedures when necessary to conduct Board meetings effectively.

23.3 Minutes

23.31 Comments

The Secretary of the Board will note in the minutes of the Board meeting the names of the speakers and the substance of their comments.

23.32 Attachments to the minutes

Minutes are the official records of the Board's discussion and actions. Speaker requests to append written statements to the minutes are not favored. Generally, written materials presented to the Board will be included in the Library's files rather becoming part of the minutes.

Approved: January 25, 2011
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