

## 1.22 Public Comment

### **Purpose**

Richland Community Library 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.

### II. Public Comment Period

- a. The Library Board will provide copies of the agenda for the public who attend the monthly Board meeting if available. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include one public comment period during each meeting.
- b. Members of the public are not permitted to address the Library Board or make comments outside of the Public Comment time.

### III. Rules of Public Comment

- a. Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. The Board President or designee may prohibit comments at any time if a speaker violates this rule. Further refusal to adhere may cause for removal.
- b. When the Library Board meeting reaches the designated time for Public Comments, the President (or acting chair of the meeting performing the Chair's duties) will invite attendees to speak.
- c. The President (or designee) will ask any members of the Public looking to speak to raise their hands. The President (or designee) will recognize one person to speak at a time. Each speaker must provide their name and address. No person in attendance may make a comment without being recognized.
- d. Public comments must be addressed to the Library Board, not to other members of the audience.
- e. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time to another speaker.

- f. If a speaker includes specific questions to the Library Board in their comments, the Library Board has no obligation to respond.
- g. The Library will have sole discretion on how Public Comments will be summarized in meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.