

PUBLIC COMMENT POLICY FOR LIBRARY BOARD MEETINGS

The Voorheesville Public Library values public input and encourages individuals to participate in library board meetings. This policy outlines guidelines for public comments during board meetings to ensure that the community has an opportunity to be heard while ensuring the Board is able to meet its primary responsibility, conducting the business of the library.

Public Comment Procedure

- a. Before the beginning of a library board meeting, a sign in sheet will be available. Persons wishing to speak are asked to print their name and their address. A copy of this policy is attached to the sign in sheet. By signing in, you are acknowledging you have read and agree to follow this policy.
- b. After the meeting has been called to order, and the first comment item period on the agenda has passed, a second sign in sheet will be available for persons wishing to speak during the second comment item period .
- c. The Speakers on the first and second lists will be heard in the order that their names appear during the public comment periods on the agenda. The total time for each of the two public comment periods will be limited to 20 minutes.
- d. Each speaker will have three minutes to comment.
- e. Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- f. If any speaker on the lists does not have a chance to address the board at the meeting, he or she may submit comments in writing.

Public Comment Guidelines

a. **Respectful Conduct:** Public comments should be presented in a respectful and civil manner, fostering constructive dialogue and maintaining decorum. Personal attacks, harassment, or disruptive behavior will not be tolerated. Public comments must refrain

Approved on: 6/26/2023

Review Date: 6/2028

from profane language and from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.

b. Confidentiality: Public comments should not include personal or confidential information about individuals unless such information is already publicly available or required by law.

c. Moderation: The library board chair or designated presiding officer retains the authority to enforce this policy during the meeting, including time limits and maintaining a respectful environment.