

Stillwater

Public Library

Policy Title: Public Comment Policy
Date adopted: 12/13/2022
Date amended:
Date last reviewed:

Purpose

The Stillwater Public Library Board encourages and welcomes public participation and input. The purpose of this policy is to ensure that interested individuals are allowed time to address the Board, while permitting the Board to conduct its meeting in an efficient and effective manner.

Rules and Procedures

1. Public comments are only permitted during the time designated on the meeting agenda.
2. A maximum of twenty minutes will be allowed for the public comment period. Each speaker will have a maximum of three minutes. The Board President shall designate someone to act as a timekeeper.
3. A sign-in sheet will be available for audience members to let the Board know they wish to participate in the public comment period. The sheet will request name, city of residence and group affiliation (if speaking in a representative capacity) of the person wishing to make public comment.
4. As the presiding officer, the President will call names from the sign-in sheet in the order they are listed, and if time allows, then others from the audience shall be allowed to speak even if not on the sign-in sheet.
5. The President and Board should not engage in dialogue with the speakers, and there shall be no debate.
6. Because the purpose of public comment is for the Board to receive public input, it is not an opportunity to engage the Board in discussion or to add items to the Agenda. The Board may refer any matter of public comment to the Library Director, Library Staff, or an appropriate agency for review or may set the item on a future Agenda.
7. Comments made at the meeting become part of the meeting record and the Board minutes will reflect the substance of any comments. A description of all materials presented to the Board will be included in the meeting minutes and the documents will become part of the Board's record.

The most current policy supersedes any and all previous policies issued relative to this subject.