

LOUTIT DISTRICT LIBRARY
PUBLIC COMMENTS AT BOARD MEETINGS POLICY

The Loutit District Library Board of Trustees welcomes and encourages comments from the public who attend board meetings. Pursuant to the requirements of the Open Meetings Act, a person shall be permitted to address a meeting of a library under rules established and recorded by the library. The board provides two specific periods during meetings when audience members may submit public comments, one early in the meeting and the other at the end of the meeting. In addition, the board provides the opportunity for audience members to submit public comments on specific board motions, after the board has discussed the motion and before the board votes on the motion.

The board has adopted the following procedures to receive public comments at board meetings:

1. The director shall have copies of the board meeting agenda available for the public who attend a board meeting. The agenda shows designated times for the public to submit comments to the board.
2. When the board meeting reaches a designated time for public comments, and prior to the board vote on a specific motion, the board president shall call for public comments to be submitted.
3. The board president shall ask persons wishing to speak to raise their hands to be recognized by the president. The board president shall recognize one person to speak at a time, and each speaker shall provide his/her name and address.
4. Public comments shall be addressed to the board, not to other members of the audience.
5. Public comments shall be limited to three (3) minutes. Each speaker is only entitled to one (1) three minute time during each meeting and may not split the time.
6. A person should submit any written comments to the board secretary. Written materials submitted to the board are considered public documents.
7. The board encourages free and complete public dialogue on library issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
8. If a speaker includes specific questions to the board or the director in his/her public comments, the Library Board has no obligation to respond.
9. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make such designation.

Adopted: June 28, 2005

Revised: December 4, 2018