

William B. Ogden Free Library
PUBLIC COMMENT POLICY

Purpose

The William B. Ogden Free Library (WBOFL) welcomes public comment at meetings governed by Open Meetings Law. The purpose of this section is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meetings in an efficient and effective manner.

Procedure

Any person shall be permitted an opportunity to address the WBOFL Board under the following guidelines:

- Public comments are permitted during the time designated on the library board agenda, unless otherwise directed by the board president.
- At the beginning of the Public Comments segments of the meeting, the Board President or designee will ask if anyone wishes to address the Board and will determine the order in which speakers will be recognized.
- Each speaker will be asked to provide their name and group affiliation (if any).
- Each speaker will be allowed a maximum of three minutes to address the Board; the Board president or presiding officer will monitor time limits for each speaker. There will be no more than 15 minutes for public comment, except with consent of the Board.
- Comments shall relate to legitimate WBOFL Board of Trustees business.
- All comments shall be made with civility and courtesy. The Board President or presiding officer may prohibit further comment if proper decorum is not displayed.
- The Board is not required to provide an immediate response or act on any speaker comments. The public comment period is not a question and answer period and the Board is not obligated to respond to comments.
- Minutes of public meetings are a summary of discussion on all matters proposed, deliberated or decided by the Board, thus, public comments and written materials submitted by the public may not be reflected in the minutes.

Adopted May 2024