

Hastings Public Library

Public Comment Policy

It is the policy of the Board to invite audience participation during the public comment portion of the Board meeting agenda designated for this purpose. In order to provide a fair opportunity to every person that desires to address the Board of Trustees:

1. Any person wishing to address the Board must sign the Public Comment Sign-in Sheet and provide his or her name, address and telephone number.
2. In the absence of special circumstances as determined by the President of the Board, individuals will be called to comment in order in which they have signed in.
3. Each speaker will be asked to begin by stating their name and then may take up to three minutes to make their comments.
4. The Board of Trustees acts as a body. Individual trustees have no power or authority to act on behalf of the Library. Therefore:
 - a. Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole.
 - b. Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception:

If five or fewer speakers have signed in, and at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.

- c. Speakers are asked to understand that specific questions cannot be answered in dialogue format by the Board of Trustees. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct library staff members to provide information.
5. The public is not normally invited to participate or contribute to the discussion of business on the agenda. An exception is a person who has been invited to speak, make a presentation, or in some other way provide information to the Board.

Adopted June 2010
Reviewed September 2014
Reviewed November 2018