

Portage Public Library
BOARD OF TRUSTEES PUBLIC COMMENT POLICY

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I What is a Public Comment Period?

This is the only place in the meeting that a member of the public may speak. The only exceptions on a member of the public speaking during a meeting is if the Body has a question or needs clarification on an issue. The public comment period shall be placed at the end of each agenda, prior to the Next Meeting Date and Time and the Adjournment.

II Length

- (A) A time allotted for public comment is limited to a maximum of thirty (30) minutes in length, but will end sooner if the Chairperson determines there is no one who wishes to speak. The time allotted may be extended by a 2/3 vote of the Body.
- (B) A person is allowed to speak for a maximum of three (3) minutes.
- (C) Anyone wishing to speak must complete the Public Comment Appearance Form and submit it to the Chairperson no later than ten (10) minutes prior to the beginning of the meeting.

III Types of Comments Allowed

- (A) Any topic regarding matters over which the Body has the authority to act on.

IV Prohibited Behavior

- (A) Comments and/or complaints on employees.
- (B) Personal attacks.
- (C) Campaigning for elected office.
- (D) Profanity.
- (E) Obscenity.
- (F) Noise, gestures or conduct disruptive to civil discourse.

V Process

- (A) The Public Comment Appearance Form must be completed and turned into the Chairperson, no later than ten (10) minutes prior to the beginning of the meeting. If turned in late, that person will not be allowed to speak.
- (B) The Chairperson recognizes the speaker.
- (C) That person has a maximum of three (3) minutes to address members of the Body on the topic listed on the Public Comment Appearance Form.
- (D) Members of the Body shall not respond to or debate matters raised during public comment, as that would be a violation of the Open Meeting Laws.

VI Minutes

- (A) The minutes should read the person's name, address and topic discussed, as it appears on the Public Comment Appearance Form.

Appendix to the Board of Trustees Public Comment Policy includes:

“Portage Public Library Board of Trustees Public Comment Appearance Form”

Approved by the Portage Public Library Board of Trustees
April 12, 2022