

# Sandwich Public Library District

## Public Comment Policy

Approved May 12, 2015



The Sandwich Public Library District permits comments by members of the public at regular meetings of the Board of Trustees on current agenda items or other matters of public concern. These comments are permitted as they appear under the agenda item identified as "Public Comment". The Public Comment shall be limited to a maximum of thirty minutes.

No person shall address the Board without first being recognized by the Presiding Officer, usually the President of the Board of Trustees.

Each person wishing to address the Board shall sign in on the public comment form provided prior to the start of each meeting, giving his or her name and identifying the subject upon which he or she wishes to speak. Speakers will be called in the order in which they signed up on the form.

All remarks should be addressed to the Board as a whole rather than to an individual member thereof. In the event that speakers seek to pose questions to a member of the Board or Library administrative staff, they should be aware that those individuals may decline to answer when an answer requires research or deliberate consideration.

Comments shall not exceed five minutes per speaker unless limited to a shorter duration by the Presiding Officer, if numerous people wish to speak. In order to expedite Library business and avoid repetitious presentations, it shall be in order for the Presiding Officer to encourage that a spokesperson be chosen for individuals wishing to speak about the same subject matter.

Each speaker shall maintain civility and decorum. The Presiding Officer retains the right to stop or remove any speaker who uses profanity, makes threats or is otherwise abusive or disruptive.