**Murrysville Community Library**

Public Comment Policy

Approved by Board of Directors: 05/16/2024

Title: Public Comment Policy

Date Issued: 05/16/2024

**Purpose:** The Murrysville Community Library values public input and encourages individuals to participate in library board meetings. This policy outlines guidelines for public comments during board meetings to ensure that the community has an opportunity to be heard while ensuring the Board is able to meet its primary responsibility, conducting the business of the library.

**Public Comment Procedure**

* Before the beginning of a library board meeting, a sign in sheet will be made available. This is to allow the Board to call participants by name in the order they signed up.
* When the public comment item in the agenda is reached, the participants will be heard in the order that their names appear on the list. The total time for the public comment period will be limited to 20 minutes.
* Speakers must share their name, their address, and the name of any applicable group they are representing.
* Each speaker will have three minutes to comment. The Board President may grant additional time at their discretion. Additional time may not exceed 20 minutes.
* Speakers will address comments only to the Board as a whole and not to individual Board members, administrator, or staff.
* Speakers may not give their comment time to any other speaker in order to extend that individual’s time to comment.
* If any speaker on the list does not have a chance to address the Board at the meeting, he or she may submit comments in writing.

**Public Comment Guidelines**

* Respectful Conduct: Public Comments should be presented in a respectful and civil manner, fostering constructive dialogue and maintaining decorum. Personal attacks, harassment, or disruptive behavior will not be tolerated. Public comments must refrain from profane language and from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability, or any other protected characteristic.
* Confidentiality: Public comments should not include personal or confidential information about individuals unless such information is already publicly available or required by law.
* Moderation**:** The Board President retains the authority to enforce this policy during the meeting, including time limits and maintaining a respectful environment.
* Repetitive Comments: The Board reserves the right to limit the number of comments on the same subject matter.

**Board Responsibilities**

* The Board has no obligation to respond to the issues discussed during the public comment portion of the meeting.
* Names of speakers and comments may be summarized in the minutes of the board meeting, however there is no obligation for the minutes to reflect any statements or viewpoints discussed during the public comment portion of the meeting.
* Written materials presented to the Board during the meeting will be included in the library’s files rather than the minutes.

The board reserves the right to waive this policy when necessary to conduct an efficient board meeting.