



## Public Comment Policy

- I. Each meeting of the board shall include an opportunity for public comment. The time for public comment is not a time for discussion between the public and the board but as an opportunity for the public to offer comments for board's consideration at the appropriate time.
- II. Anyone wishing to speak shall sign up to do so before the meeting starts by writing their name and group affiliation (if applicable) on the signup sheet provided as well as writing a brief description of the matter upon which they wish to speak. Upon review of the sign-up sheet, the chairperson shall announce the total time during which public comments will be taken, which in any event shall not typically exceed 30 minutes. The chairperson shall also announce the time to be given to each speaker, which shall not exceed 5 minutes per speaker.
- III. In order to run an efficient meeting the chairperson may group related comments and may change the portion of the meeting during which public comment shall be received. Public comments must be germane to the operation of the Library. The chairperson shall rule on the germaneness of public comments. Behavior that is abusive, personal, impertinent, irrelevant, slanderous or profane remarks shall not be allowed. Loud, threatening, personal or abusive language shall not be allowed.
- IV. The Board will not take immediate action on issues raised during the public comment portion of the meeting agenda. However, the Board may ask questions for clarification. If a response or action is needed, it will come after the Board has had time to deliberate the issue or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.
- V. It is important to note that a Library Board meeting is a meeting conducted in public. Library Board meetings are open, which means that the public is able to attend. Public participation is not required in public meetings and shall be limited to public comment portions of the agenda. In other words, the public is principally there to observe the proceedings of the Board, not to participate in the Board meeting.
- VI. There will be separate seating available for visitors. All meetings shall be held in open session unless closed sessions are held as expressly permitted by State law. (Code of Iowa, Sec. 21.3). The public cannot attend closed sessions. A closed session may be held only by affirmative vote of either two-thirds of the body or all of the members present at the meeting and in accordance with chapter 21 of the Code of Iowa. (Code of Iowa, Sec. 21.5).Act.