



Public Comment in Meetings Policy	
ADOPTED DATE	6/25/2009
REVISED DATE	10/28/21
REVIEW DATE	6/27/2013
REVISION #	3.0

LIBRARY POLICY

Public Comment in Meetings Policy

PURPOSE

The Frankfort Public Library District Board of Trustees recognizes the value of public comment on library issues and the importance of allowing members of the public express themselves on matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide periods for public comment at every meeting of the Board, including all committee, special, emergency board and subsidiary meetings.

A “Public Comment” period for public participation at the beginning of every meeting of the Board shall be designated for any appropriate comments ***exclusively on topics listed on the meeting’s Agenda.***

A “Public Comment” period for public participation at the end of every meeting of the Board shall be designated ***for appropriate comments regarding the library in general.***

POLICY

The presiding officer of each Board meeting at which public participation is permitted shall administer the following rules:

- Public participation shall be permitted as indicated on the agenda.
- On a written form to be provided, attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- Participants must be recognized by the presiding officer and will be requested to preface their comments by announcing their name, address, and group affiliation, if and when appropriate.
- Comments made by a participant shall be limited to three (3) minutes duration per “Public Comment” period. Time may not be yielded to another participant.
- There shall be a maximum of three (3) participants on the same subject. It is recommended that if there are several people who wish to speak on the same subject that they appoint a spokesperson.
- The total time allotted for Public Comment will be 15 minutes unless extended by a majority vote of the Board of Trustees.
- Individuals who sign up but cannot speak due to time constraints will be carried to the next regular meeting of the Board and placed first on the Public Comment Agenda.
- All statements shall be directed to the presiding officer.
- No person may address or question Board members or staff individually.
- Public comment is not intended to require the Board to answer any impromptu questions. Action on items brought up during the Public Comment Period will be at the discretion of the Board.
- The presiding officer may:
 - Interrupt or terminate a participant’s statement when the statement exceeds the 3 minute limitation, is personally direct, abusive, obscene, or irrelevant; request any individual to leave the meeting when that person does not observe reasonable decorum; request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the

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meeting; call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- Anyone desiring to address the Board on a specific concern requiring more effective and informed action by the Board should contact the Library Director at least two weeks prior to the next scheduled regular Board Meeting for the topic to be reviewed for consideration to be placed on the agenda.

The following abbreviated version of these guidelines will be stated in each monthly board agenda:

Appropriate comments from the public will be welcome at the ***beginning of this meeting on topics specified on the Meeting Agenda. Appropriate comments from the public will be welcome at the end of this meeting on any topic germane to the Library District.*** Comments will be strictly limited to 3 minutes during each period and subject to additional limitations set forth in the Public Comment Policy. A complete version of the Public Comment Policy is available upon request.