

## Public Comment

The Indian Trails Public Library District Board of Trustees encourages input from the public. The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the board to conduct meetings in an efficient and effective manner.

- Public comments are permitted during the “Public Comments” portion of the agenda.
- The board president may grant a request to address the board during other portions of the meeting.
- The board president will ask if anyone wishes to address the board and will determine the order in which speakers will be recognized.
- Each speaker shall be required to provide his or her name, and if representing an organization, documentation that his or her views are those of the organization (a resolution or official minutes from the organization are acceptable forms of documentation), and the topic(s) to be discussed.
- Comments should be brief and to the point.
- Personal attacks on board members or others, comments considered profane, frivolous, harassing and repetitive are not allowed.
- An immediate response from the board is not required.
- The board president has discretion to determine the length of time and the number of times a speaker may speak.
- Unless additional time is granted by the board president, each person is allowed a maximum of five (5) minutes to speak.
- Minutes are a summary of the board’s discussion and actions. Speaker requests to append written statements or correspondences to the minutes are not favored. Generally, written materials presented to the board will be included in the library’s files rather than in the minutes.