



ALPHA PARK PUBLIC LIBRARY DISTRICT Public Participation at Library Board Meetings and Petitions to the Board Policy

Public Participations:

At each regular and special open meeting, the members of the public and Library employees may participate by observation, public comment, direct question, and/or presentation of petition. The presiding officer at the Board meeting will request members of the public, staff, or any present participants to state their name and address. Public participants that wish to remain anonymous may do so by stating as such. Communication presented to the Board by petition will be reviewed and replied to upon the next regularly scheduled Board meeting.

Guidelines:

When appearing before the Board a public participant shall be limited to no more than 5 minutes of open speaking time regarding one listed agenda item, unless arrangements have been made prior to the meeting.

The governing Board member shall inform the public participant of their time in which to address the Board.

Public participants that have addressed the Board previously on an agenda issue may not address the Board on repeated agenda issues that have not progressed in delineation.

Each agenda item shall be limited to a total time of 20 minutes unless further stated by the governing Board members.

The Board President or governing Board member shall have the authority to determine procedural matters regarding public participation that is not stated here.

Public participants shall not enter into any discussion at anytime that falls outside of the designated and Board approved time of public forum. If the public participants do engage in conversation outside of the allotted time, they will be given a verbal warning for the first transgression. Any time public participants attempt to engage in conversation after a verbal warning, they will be removed from the meeting room at the discretion of the presiding Board officer. Public participant comments must pertain to agenda items.

Board's Response:

Board members may ask questions of public participants as they pertain to the agenda items. The Board may ask for examples or clarification. The Board may also choose not to respond to the public participants comments, questions, or petitions and will indicate as such. Specific factual information or recitation of policy may be provided in response to public participation. However, the Board shall not decide nor deliberate on any item that is not posted on the agenda.

Public Hearings:

The Board shall hold public hearings wherein they address issues that have been posted as such and listed on the agenda. If at the time of a public hearing a public participant wishes to participate and present information regarding the agenda topic, they may do so at the request of the Board or during the allotted time for public participation.

The Board shall set an outline for procedural matters regarding response to public petitions or hearings. This outline will be posted on the agenda for the next meeting.