

Hastings Public Library

Board Meeting Public Comment Policy

The purpose of this policy is to provide for the orderly conducting of Hastings Public Library Board of Trustees Meetings, while at the same time providing adequate opportunity for citizens to offer their opinions and views regarding their library and its programs.

Regular Board Meetings

The Hastings Public Library Board of Trustees shall allow time on every meeting agenda for citizen comment on library matters. The Library Board President or other designated presiding officer will recognize members of the public and grant them time to speak. Upon being recognized, each individual should state his or her full name, the city or township they reside in, and the topic to be discussed. Meeting observers may not speak at any other time unless specifically recognized by the presiding officer.

Citizens will be given a maximum of three (3) minutes to address any agenda item or to express their views during the citizen comment period.

Public comments will be addressed to the entire Board. The name of the speaker, place of residence, and topic discussed will be recorded in the meeting minutes. Ordinarily there will not be a response from either Board members or the Library Director. However, a response may be made at the discretion of the Board President.

All speakers, whether from the public or on the Board, have the right to be heard. When a person(s) become(s) unruly, the President or presiding officer may declare said person(s) to be out of order, and if necessary may rule that the person(s) has forfeited the opportunity to speak further. Unruly behavior may include, but is not limited to:

- Use of profane or other inappropriate language
- Name calling or other verbal abuse
- Any physical abuse of other persons or Library property
- Yelling
- Speaking out of turn when not recognized by the presiding officer
- Speaking past the allotted time period

Any person who refuses to comply with this policy and continues to disrupt the normal conduct of the meeting may be asked to leave by the Board President or other designated presiding officer. A majority Board vote is required to exclude any individual from future meetings.

The Library Board President or other designated presiding officer has the responsibility to ensure this policy is followed.

Special Board Meetings for Public Comment

The Board may call a special meeting to address issues not able to be covered at a regular meeting consistent with timing and posting requirements as established by the Michigan Open Meetings Act.