

Draft Date: 05/17/2024

## 12. PUBLIC COMMENTS AT LIBRARY BOARD MEETINGS POLICY (DRAFT – NOT APPROVED)

### 12.1 Purpose

The Wasatch County Library encourages and welcomes public participation and input. The purpose of this policy is to allow ensure that interested individuals representing various points of view are allowed time to address the Library Board during a public Library Board meeting and to set forth the rules and procedures for doing so while permitting the Library Board to conduct its meeting in an efficient and effective manner.

**Commented [CS1]:** Juan: kindly review and change as appropriate

### 12.2 Rules and Procedures

- Public comments are only permitted from current residents of Wasatch County during the time designated on the meeting agenda.
- A maximum of five speakers can be heard during a meeting, and each speaker will have a maximum of three minutes. Speakers may not give their comment time to any other speaker in order to extend that individual's time to comment.
- A sign-in sheet will be made available for audience members to let the Library Board know they wish to participate in the public comment period. The sheet will request the name, address, and group affiliation (if any) of the person wishing to make a public comment. Anyone refusing to identify themselves and provide all information requested will not be permitted to speak. As a courtesy, it is appreciated if notice of an intention to speak is given to the Library Director before the meeting by phone or email at least one hour before the start of the meeting.
- Groups wishing to comment must select one representative to present the group's view.
- The Board Chair is the designated spokesperson for the Library Board. As spokesperson, the Chair will call names from the sign-in sheet in the order they are listed.
- The Chair and Board Members shall will not engage in dialogue with the speakers, and there shall will be no debate.
- Comments should be brief and to the point. Personal attacks or abusive language to individual Library Board Members or Library Personnel will not be tolerated, nor will repetitive comments or language that is considered offensive, harassing, or profane. It is the responsibility of the Board Chair to declare the person out of order and to refuse them permission to continue to address the Library Board.
- Additional agenda items will not be added after public comment, and there is no guarantee that suggestions brought forth during the public comment session will be addressed by the Library Board at a future meeting. The Library Board may refer any matter of public comment to the Library Director or the appropriate agency for review.
- All comments made become part of the meeting record, and Library Board minutes will reflect the names of speakers and the substance of any comments. Any materials presented to the Library Board will be included in the Library Board files rather than the minutes.

**Commented [JL2]:** I recommend using a method like Heber City, specifying a total amount of time set for public comments and limiting each individual comment up to X minutes.

**Commented [CS3]:** How should this be communicated?

---

APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD during an open and public meeting on \_\_\_\_\_ 2024