

## **12. PUBLIC COMMENTS AT LIBRARY BOARD MEETINGS POLICY (DRAFT Received from County Attorney's Office)**

### **12.1 Purpose**

The Wasatch County Library encourages and welcomes public participation and input. The purpose of this policy is to allow interested individuals representing various points of view 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 efficiently and effectively.

### **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.
- Audience members joining the Library Board meeting virtually and wishing to participate in the public comment period must raise their hand, provide the information required, and wait their turn. When their turn comes up, the Chair of the Board will call on the individual by the name shown online. Screen names using expletives or offensive language will not be recognized.
- 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 will not engage in dialogue with the speakers, and there 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 considered offensive, harassing, or profane.
- Public displays such as yelling, gesturing, applause or any other disruptive conduct are strictly prohibited.
- It is the responsibility of the Board Chair to declare a person out of order and to refuse them permission to continue to address the Library Board. Violations of these public comments rules shall result in the immediate removal of the person(s) from the Library Board Meeting as directed by the Board Chair. Any person that has been removed from a Library Board Meeting for a violation of these rules shall be barred from future Library Board Meetings until such time as the Board Chair agrees in writing to allow said person to attend a meeting.
- Additional agenda items will not be added after public comment, and there is no guarantee that the Library Board will address suggestions brought forth during the public comment session at a future meeting. The Library Board may refer any public comment to the Library Director or the appropriate agency for review.
- All comments made become part of the public 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.

---

*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on \_\_\_\_\_ 2024 and  
APPROVED by WASATCH COUNTY COUNCIL on \_\_\_\_\_ 2024.*