

BOARD OF TRUSTEES POLICY

**Public Participation at
Board Meetings Policy #9
Original: July 28, 2011
Revised: September 22, 2016**

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

The Board of Trustees recognizes the value of public comment on library issues and the importance of allowing members of the public to express themselves on matters of community interest.

I. Addition of Items to the Agenda

Any person or group wishing to place an item on the agenda shall register their intent with the Library Director no later than seven (7) days prior to the meeting and include name and address of the participant (group affiliation, if and when appropriate), and the topic to be addressed.

Additions to the agenda based on such requests shall be subject to the approval of the Library Director and the Board President.

II. Public Comment

A period for public participation shall be provided at every regular meeting or other public meeting of the Board of Trustees during which action may be taken. The presiding officer of the meeting at which public participation is permitted shall administer the rules of the conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the agenda.
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.

- E. Each statement made by a participant shall be limited to five (5) minutes duration unless extended by the presiding officer.
- F. No participant may speak more than once on the same topic at one meeting unless all others who wish to speak on that topic have been heard.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes unless extended by a vote of the Board.

III. Recording of the Meeting by Members of the Public

Audio or video recordings are permitted. The person operating the recorder should contact the Library Director or the Board President prior to the Board of Trustees meeting to review possible placement of the equipment and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the meeting is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session or disrupt the meeting.

IV. Rules of Conduct

The presiding officer may:

- A. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- B. request any individual to leave the meeting when that person does not observe reasonable decorum;

- C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- E. take any other action needed to protect the public, members of the Board of Trustees, library staff or facility;
- F. waive these rules, with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.